

# STANDING ORDER OF THE BOARD

## Advisory Committees



<b>Policy Title:</b> Advisory Committees Standing Order of the Board	<b>Policy Classification:</b> Constitutional	<b>Policy Number and Version:</b>
<b>Related Policies:</b>	<b>Date Approved:</b> 20 March 2020	<b>Revision Date:</b>

### 1. Purpose

Advisory Committees may be established by Family Day Care Australia (FDCA) to provide expert advice and recommendations on such subjects that Family Day Care Australia may specify.

In accordance with clause 14 of the constitution, *'Family Day Care Australia may from time to time, and on an as need basis, appoint Advisory Committees to deal with relevant subject matter, as and when required, in accordance with such Standing Orders of the Board and procedures promulgated by the Board'*.

### 2. Membership Criteria

In order to be considered for membership of an FDCA Advisory Committee, individuals must meet essential criteria:

- A full commitment to FDCA, its objects and strategic direction
- A willingness to commit time and take an objective approach
- Skills and/or knowledge specific to the subject matter to be dealt with
- Individual, Service or Organisation membership of FDCA
- Be fit and proper

### 4. Terms of Reference

In line with the establishment of each Advisory Committee, FDCA will develop relevant Terms of Reference that may address the:

- Purpose
- Role and responsibilities
- Membership
- Basis of appointment and tenure
- Skills and experience
- Scope and limitations of authority
- Meeting and reporting protocols

as well as any other specific requirements relevant to that Advisory Committee.

All Advisory Committees established in accordance with clause 14 of the constitution are subject to the principles outlined in clause 14.3 of the constitution.

## **5. Establishment of Advisory Committees**

When FDCA identifies a need for the establishment of a new Advisory Committee, a call for expressions of interest will be circulated to the membership for the Advisory Committee.

Advisory Committees will be formed by groups of suitably experienced FDCA members, appointed to provide considered advice and recommendations on the related subject matter.

Members of Advisory Committees will be selected and appointed by a FDCA selection panel, based on skills, knowledge and experience relevant to requirements of the respective Advisory Committee.

External expertise (non-FDCA members) may be co-opted, on an as need basis, in line with the Advisory Committee Terms of Reference.

In the event of a crisis or emergency demanding immediate and agile response, FDCA may directly appoint an Advisory Committee.

## **6. Membership Protocols**

Generally, members of FDCA Advisory Committees agree to:

- A commitment to working with and supporting FDCA's strategic direction to achieve positive outcomes
- Attend and actively participate in meetings (held via teleconference or face-to-face)
- Respect the position they hold with regard to access to information from FDCA
- Consult with and report on feedback of constituents to FDCA, where required
- Respond within agreed timeframes to requests for information and input
- Any other protocols outlined in Advisory Committee Terms of Reference

FDCA agrees to:

- Support the effective operation of Advisory Committees by providing the necessary secretariat services
- Consider any advice or recommendation from Advisory Committees within the context of the strategic direction and operational work of FDCA
- Report on relevant projects, proposals and submissions and seek input where appropriate
- Any other protocols outlined in Advisory Committee Terms of Reference