

LG Professionals, SA Women's Network

Terms of Reference

Auspice:

LG Professionals SA Women's Network operates under the auspices of LG Professionals SA.

Purpose of Network:

To maintain and improve the role of women employed in Local Government, to celebrate their contributions and identify and provide opportunities to network and /or gain development and training.

Its Functions:

The functions of the Network include:

- To provide a communication network for women for knowledge building and sharing of ideas/experiences.
- To promote exclusive networking and professional development opportunities
- To be a professional group – i.e. a group from whom the LGA, State or Commonwealth may seek comment on policy issues
- To identify area for change for women in Local Government and potentially influence the future
- To promote the sector and the important role our members undertake in Local Government and related organisations.
- To establish strategic alliances with other key associations.
- To represent South Australia in the relevant national bodies in order to provide further networking on issues / best practice in Australia and overseas where this involvement is not contradictory to the LGMA National Roles and Responsibilities document.
- To celebrate the contribution of women in Local Government

Membership:

Membership of this LG Professionals SA Network is open to:

- Individuals eligible for membership of LG Professionals SA under the LG Professionals SA constitution in the categories of Ordinary, Fellows, Life, Student Members and who has a relevant interest in the Group as defined above
- Individuals employed by Corporate Members subject to approval of LG Professionals SA Women's Network Committee and LG Professionals SA Board
- Membership is contingent upon payment of the prescribed membership fee and agreement to support the purpose and functions of this Network.

Network Coordinating Committee:

This LG Professionals SA Network will operate under the direction of a Coordinating Committee consisting of up to ten (10) members. Committee Members will be elected from financial network members.

Committee Members will be elected for a two (2) year period. Nominations for these positions will be called for giving 30 days notice of the nomination deadline and outlining the voting process. In the event of more nominations than available positions being received voting via secret ballot will be held.

The following positions will be determined by vote by elected Committee Members.

| Position |
|---|
| Chairperson |
| Vice Chairperson |
| Representative on National Issues (where appropriate) |

All Committee Members' positions will be ratified by the Divisional Board.

The Committee may call upon experts from time to time to assist it to carry out the functions of the Network. It may also form sub-committees to assist it carrying out the purpose and functions of the Network.

The Committee will meet a minimum of four (4) times per year. A meeting quorum comprises 50% of Committee members.

Should a Committee member resign or not attend three (3) consecutive meetings of the Committee without, in the opinion of the Committee, adequate reason, the Committee may declare the position vacant and fill the position.

Decisions of the Committee will be determined by majority vote. Each Committee member will have one (1) vote. In the event of a tied vote the motion or decision under consideration, the Chair will have a casting vote in addition to a deliberative vote.

Committee Members may nominate, subject to approval of the Coordinating Committee, a proxy delegate to attend Coordinating Committee meetings when the Member is unavailable. Voting of a Committee Member's proxy representative will be limited to standing agenda items only, and as directed by the elected Committee Member they are representing.

Should multiple nominations be received from the same Council, the committee, may move to accept only one as a member, and one additional representative as a proxy.

Reporting Structure and Process:

Minutes of each of the Committee meetings will be kept. The Minutes of a meeting shall be submitted to the Committee for ratification at the subsequent meeting. Copies of the minutes will be provided to the Divisional Board.

Members will have access to the activities of the Network via the LG Professionals SA website. Where, in the opinion of the Committee, wider input of the Network membership is desirable Network members will be contacted via Email or other appropriate form of communication.

Network Members are encouraged to contact Committee Members and, if desired, make deputations to the Committee on sector issues.

The Committee will report to the Network Membership at relevant LG Professionals SA events.

Obligations of Committee Members and Persons Assisting the Committee

All members of the Committee and any persons assisting the Committee will comply with these terms of reference and meet all LG Professionals SA constitutional requirements.

Any conflicts of interest must be declared.

Financial Arrangements for Networks

The LG Professionals SA Women's Network will financially operate within the auspices of LG Professionals SA budgetary system.

An Income and expenditure report will be generated for each event and it is expected that the Network will ensure all events are cost neutral or better. All funds raised in excess of the costs of events will be directed to LG Professionals SA.

All expenditure will be at the agreement of the CEO of LG Professionals SA who will report to the LG Professionals SA Board regularly on the financial arrangement of the Network.