Australia ICOMOS Policy on Committees, Reference Groups, and Working Groups

Introduction

The Executive Committee of Australia ICOMOS will from time to time need the assistance of other members in fulfilling its role and the Australia ICOMOS Strategic Plan. Often this assistance will be best achieved by the formation of a Committee, Reference Group or Working Group, comprised of interested members with particular experience, skills and passions.

Such committees or groups are different to International and National Scientific Committees. See the Separate Australia ICOMOS Policies on ISCs and NSCs.

Committees Generally

‘Committees’ of a small number of members may be set up by Australia ICOMOS from time to time to undertake specific tasks or oversee processes. For example, a Committee may be formed to oversee completion and launching of a publication or to review a specific piece of government policy or legislation. Such Committees will normally be disbanded at the completion of a specific task.

The Historic Environment Editorial Committee

The Historic Environment Editorial Committee operates in a similar manner to a Reference Group. For the Historic Environment Editorial Committee, the Editor of Historic Environment will be the Convenor. The Historic Environment Editorial Committee is ongoing, although membership will be refreshed at least every three years through a call for Expressions of Interest from all Australia ICOMOS members.

ONE member of the Historic Environment Editorial Committee will usually also be the Historic Environment Book Review Editor.

Reference Groups

‘Reference Groups’ may be formed from small numbers of Australia ICOMOS members with particular expertise in a given area, who will make themselves available and who are willing to provide advice or opinions to the Executive Committee. A Reference Group is called upon on an as needed basis to give opinions or advice on issues particular to the Reference Group’s area of expertise. A Reference Group may also bring matters it believes to be relevant to Australia ICOMOS to the attention of the Executive Committee.

Reference Groups are ongoing, although membership will be refreshed at least every three years through a call for Expressions of Interest from all Australia ICOMOS members.

Working Groups

Working groups comprise a small number of members and are established to progress a particular issue relevant to Australia ICOMOS’ objectives.

Working Groups will establish an agreed work program and will have a fixed life of up to three years, which is determined to suit the objectives for which they were established, although the life of a Working Group may be extended at the discretion of the Executive Committee.
Working groups are comprised of members who volunteer to advance the work
program of the group, and who are selected through a call for Expressions of Interest
at the commencement of the working group on the basis of interest and/or
experience, as well as the capacity to work in a team situation.

Formation and Review of Committees or Groups
When the Australia ICOMOS Executive Committee (EC) decides to form or review a
Committee or Group, a sub-group of EC members or appointees will be formed to do
this.

In relation to forming a Committee or Group, the EC sub-group will write a call for
Expressions of Interest (EOI) document, and assess the EOIs received to decide on
suitable candidates for the Committee or Group.

Members will be selected on the basis of demonstrated expertise and experience,
and their ability to contribute to the Committee or Group. Past contribution to other
Committees or Groups may be taken into account.

A template for an EOI document for a Committee or Group is provided in Attachment
A.

Additional members category
Committees and Reference Groups may consider having an additional membership
category. An additional member is a person who is a member of Australia ICOMOS
and who can contribute to the work of the Committee or Group by bringing particular
knowledge, expertise and/or experience to the Committee or Group, but who does
not meet requirements of the full membership of the committee or group.

Such appointments will be clearly identified and have role limitations to ensure that
the quality and timeliness of Committee or Group advice to the EC is not
compromised in any way. Each Committee or Group should decide how it wants to
operate in relation to such members (ie. how many to have, for how long, and what
they will be called, and their role).

The number of such members should not exceed 20% of the Committee or Group.
Such members will be required to comply with this Policy, including the Code of
Conduct outlined elsewhere in this manual, and cannot vote.

Committees and Reference Groups are encouraged by the Australia ICOMOS
Executive Committee to include Young and Emerging Professional (YEP) members
in this category so that there is intergenerational cross fertilisation.

Terms of Reference of the Committee or Group
When forming a Committee or Group, the EC will develop draft Terms of Reference
for that Committee or Group. The draft Terms of Reference will form part of the EOI
document.

Once the Committee or Group is established they may revise the draft Terms of
Reference (to be done in line with the endorsed Terms of Reference Template (see
attached)). The revised draft Terms of Reference are to be endorsed by the EC.

Convenors
The Convenor of the Committee or Group shall moderate all the activities of the
particular Committee or Group, including setting the timing and agenda for meetings
or discussions and reviewing minutes of such meetings or discussions.
The Convenor will be the point of contact for requests from the President, the Executive Committee or the Secretariat for information, advice, submissions or attendance at meetings or other events as a representative of Australia ICOMOS. However, the Convenor cannot be said to be representing Australia ICOMOS at any meetings or events without prior approval to do so from the EC or the President of Australia ICOMOS.

The Convenor will not be expected to perform all the roles of the Committee or Group, but will seek volunteers from the Committee/Group membership.

The Convenor will assist the EC Representative on the Committee or Group in reporting to the quarterly EC meetings.

The Convenor shall produce a brief annual report for the AICOMOS Annual Report, which is to be provided in a timely manner to the Australia ICOMOS Annual Report Coordinator.

The Convenor will usually be elected by the members of the Committee or Group once established (the selection may be mediated by the EC Representative). However, there may be occasions where it is more appropriate for the EC to nominate the Convenor of the Committee or Group because of their particular experience, knowledge and passion in a particular area, and also because of their leadership capabilities.

The Convenor of the Reference Group can be reappointed at least every three years, or earlier if found necessary by the Executive Committee, to a maximum of 3 terms.

An EC member may also be the Convenor of a Committee or Group.

**EC Representatives**

An EC member will be nominated by the EC to be the EC Representative on each Committee or Group. They shall be responsible for reporting to the EC on the progress and recommendations of the Committee or Group at least at each EC meeting (even if only to note that there has been no action since the previous EC meeting).

The EC Representative should be copied into all correspondence from the Convenor relating to the work of the Committee or Group, and into all correspondence from members of the EC or the Secretariat to the Committee or Group.

If a given EC Representative wishes to be an active member of the Group beyond their time on the EC, they need to submit an EOI to be a member of the Group. If they wish to just act as the EC Representative, and their involvement in the Group will cease if the Representative role goes to another EC member and/or when they leave the EC, then they don’t need to submit an EOI.

**Code of Conduct**

All members of Committees, Reference Groups and Working Groups are bound by the *Australia ICOMOS Code of Conduct for members of the Executive Committee, Sub-Committees & Groups*. This Policy and the Code of Conduct will be attached to (or linked to) the request for EOIs when forming a Committee or Group.

**Delegated Authority**

A Committee, Working Group or Reference Group will have no delegated authority to act on behalf of Australia ICOMOS. All actions must be reviewed and resolutions made by the Australia ICOMOS Executive Committee.
Australia ICOMOS Policies and Procedures

Insurance
Committees, Reference Groups and Working Groups are covered under Australia ICOMOS insurance policy when carrying out a particular task for the Executive Committee.

Roles of members of Committees or Groups
The roles of the members of Committees and Groups will be formulated by the individual Committees or Groups for endorsement by the EC.

They may include:
- To undertake tasks and/or projects that they are allocated, including in a timely manner.
- To provide advice or opinions to the Executive Committee through the Convenor when requested.
- To work co-operatively internally and with the Executive Committee.
- To contribute advice, ideas and suggestions when required.
- To draft letters, submissions and reports.

Prepared by Helen Wilson, Adopted May 2010; Revised by Mary Knaggs, May 2016. Endorsed by the EC May 2016.

Minor update to clarify the need for EC Representatives to submit an EOI to participate in the group made July 2017.

Revised by Mary Knaggs & Helen Lardner August 2018 & endorsed by the EC August 2018.
Attachment A: Australia ICOMOS

**Name/Committee/Reference/Working/Group**

**EXPRESSION OF INTEREST DECLARATION TO BE A MEMBER**

Name: ……………………………………………………………………………………………………………………………

Email: ……………………………………………………………………………………………………………………………

**EXPRESSION OF INTEREST STATEMENT**

I hereby confirm that I meet the following criteria for Membership of the Australia ICOMOS **Name/Committee/Reference/Working/Group**.

I am a member of ICOMOS and I wish to gain/share/apply knowledge and professional expertise in the issues surrounding the draft Aims and Objectives for the **Name/Committee/Reference/Working/Group** stated below. In addition:

- I have a professional commitment to the tasks as outlined in the Draft Aims and Objectives for the **Name/Committee/Reference/Working/Group** as stated below.

- I will abide by the Statutes of International ICOMOS and the Australia ICOMOS Rules.

- I HAVE READ AND UNDERSTAND the Australia ICOMOS Policy on Committees, Reference Groups & Working Groups.

- I HAVE READ AND UNDERSTAND the Australia ICOMOS Code of Conduct for members of the Executive Committee, sub-Committees & Groups.

- I am willing to actively participate in the Australia ICOMOS **Name/Committee/Reference/Working/Group** including initiatives and meetings over a three year period should I be appointed to the Reference Group.

- I understand my contributions to the Australia ICOMOS **Name/Committee/Reference/Working/Group** will be shared with other members of the **Name/Committee/Reference/Working/Group** and possibly with the wider Australia ICOMOS membership.

- I understand that membership places on the **Name/Committee/Reference/Working/Group** are limited in order to make the Reference Group function efficiently; and that if I am not selected this year I will be eligible to contribute to any issues or debate as an ICOMOS member and may be appointed at another time, should the Fabric Conservation Reference Group continue.

Signed: ………………………………………

Dated: ………………………………………
Australia ICOMOS Policies and Procedures

When you have signed this application form, please attach your CV or Resume and forward by email to the Australia ICOMOS Secretariat austicomos@deakin.edu.au for the consideration of the Australia ICOMOS Executive Committee.

For further information please contact xxxx (Australia ICOMOS Executive Committee Member)

email
phone

DRAFT AIMS AND OBJECTIVES

THE AUSTRALIA ICOMOS NAME/COMMITTEE/REFERENCE/WORKING/GROUP

Note: The Draft Aims of the Name/Committee/Reference/Working/Group below will be reviewed by the new Reference Group on its formation and will then form part of the draft Terms of Reference for the Group which in turn will be submitted for endorsement by the Australia ICOMOS Executive Committee.

The draft Aims and Objectives for the Name/Committee/Reference/Working/Group include:

1. To provide advice to Australia ICOMOS on xxxxx in accordance with the Australia ICOMOS Burra Charter including xxxxx;
2. xxxxx.
3. Develop and promote quality benchmarks or standards for xxxxx.
4. Contribute to the national promotion of xxxxx.
5. Identify drivers and research business cases to facilitate xxxxx.
6. Promote skills and training opportunities for xxxxx.
7. Promote sustainable heritage practice in relation to xxxxx.
8. Work with relevant partners (e.g. the construction industry) to further the aims of the Name/Committee/Reference/Working/Group.

Forming part of this EOI are the following documents:

- ICOMOS Statutes
- Australia ICOMOS Rules
- Australia ICOMOS Policy on Committees, Reference Groups & Working Groups
- Australia ICOMOS Code of Conduct for Members of the Executive Committee, sub-Committees & Groups