

## ASPA Special Interest Group (SIG) Committee

### Terms of Reference (TOR)

#### 1. Relationship to other committees

The ASPA SIG Committee will collaborate and share with other committees in the society to establish strategies to recruit and retain members. Other ASPA committees can bring information and ideas of relevance to membership issues. The Organisational Structure of ASPA is outlined in [Figure 1/Appendix 1](#).

#### 2. General purpose

The SIG Committee provides advice to, oversees and leads the ASPA Executive Committee (EC) activities related to:

- The formation and administration of ASPA SIGs;
- Individual SIG Reporting
- Administration of SIG funds
- The SIG Committee will develop an annual work plan and implement strategies endorsed by the ASPA EC to achieve this purpose.

#### 3. Composition and form of recruitment

The SIG Committee will be chaired by a member of the EC. This Chair will be supported by between committee volunteers. The SIG Committee shall consist of:

- A Chair
- A Vice-Chair
- Committee members who may or may not be EC members
- It is expected that each SIG will contribute one committee member to the SIG Committee (typically the chair or co-chair of the SIG)

All SIG Committee members must be ASPA members.

Terms shall be for an initial period of 2-3 years, with a preference for members to step down after this period. If no new nominees are received, previous members can nominate to extend their position by another term. It is important that renewal of Committees is staggered to prevent a loss of all members at the same time.

A call for nominations to the positions of Chair, Co-Chair and committee members will be made every 2-3 years, or when a vacancy becomes available. This will be done via a call for Expressions of Interest distributed to members via email. Expressions of Interest should include a brief (one paragraph) biography. Positions will be appointed through negotiation with the EC, or in cases where there are more nominees than positions, a confidential ballot will finalise appointments.

The following processes will be adhered to:

- If additional members are required, a call for new members for individual Committee roles will be issued.
- When actively recruiting new members for the SIG Committee, representation across Australasia will be encouraged.

- New Committee members will be asked to declare any conflicts of interest and manage accordingly.
- For active recruitment, the Chair and Deputy Chair will select the most appropriate appointment based upon experience and geographical representation.
- If individual(s) express interest in joining the SIG Committee (at a time when there is no active recruitment) the Chair and Deputy Chair will review their application/request and be appointed, rejected, or sent to a vote as per the discretion of the Committee Chair.

Contributions of SIG Committee members who have served terms for a minimum of one year should be recognised at the end of their term by an email from the ASPA President acknowledging their contribution.

#### **4. Mode of operation, communication and decision-making process**

- The SIG Committee will meet as needed and at least three times per year. Committee meetings will be chaired by the Committee Chair and will be hosted via an accessible videoconferencing platform.
- Committee members will be required to nominate agenda items in advance of scheduled meetings.
- An agenda will be sent to committee members in the week before the meeting and meeting minutes will be taken by a member on a rotating roster basis.
- During the Committee meeting, the Chair of the Committee will ask members to declare any conflicts of interest relating to agenda items\* and will provide an update from the most recent EC meeting.
- New ideas for communications, or major changes within membership-related issues will be presented to the EC by the Committee Chair. Following discussion with the EC, a decision will be made with the committee members and chairs.
- The Chair of the SIG Committee (or their delegate) will provide the ASPA EC with a written membership update prior to the distribution of meeting papers for each Executive Committee meeting, and/or a verbal update at each Executive Committee meeting.

#### **5. Duties of the Chair/s and Committees**

Importantly, all committee members are expected to actively participate. They are expected to attend meetings, and to contribute to the tasks of the committee.

##### **a. Chairs**

- Represent membership on the EC
- Coordinate and monitor membership, including the committee members and their activities

##### **b. SIG Committee members**

The SIG Committee Chair/s and members will be responsible for identifying strategies related to recruiting and retaining ASPA members. This includes (but is not limited to):

- Ensuring each ASPA SIG is functioning appropriately and fulfilling its purpose
- Making recommendations relating to incoming SIG applications to the EC

#### **6. Short term goals (2020)**

- Establishment of 3-4 new ASPA SIGs
- Development of communication channels for SIG leadership

#### **6. Long-term goals (2021- beyond)**

- All ASPA priority areas are represented by at least one SIG
- Active communication and collaboration (where appropriate) across ASPA SIGs
- To promote an increase in ASPA members
- All SIG activity contributes to overall ASPA goals

\*please refer to ASPA Constitution on managing COI