



**Australasian**  
Association of  
**Philosophy**  
aap.org.au

## **OPERATING COMMITTEES CHARTER**

### **PURPOSE OF CHARTER**

The Operating Committees Charter sets out the role, composition, and responsibilities, of Operating Committees that report to the Executive Committee. The Executive Committee is a committee of the Board, and its role, composition and responsibilities is set out in the Executive Committee Charter. The Operating Committees Charter supplements, but does not dilute or replace, the Constitution, the Board Charter, and the Executive Committee Charter.

### **PURPOSE OF OPERATING COMMITTEES**

The role of the Operating Committees is collectively to carry out the day-to-day operations of the AAP that are directed towards achieving the primary object of promoting and supporting philosophy in Australasia. Each Operating Committee is led by a Committee Convenor.

### **RESPONSIBILITIES OF OPERATING COMMITTEES**

#### **Responsibilities of Operating Committee Convenors**

The principal responsibilities of Operating Committee Convenors include:

- Leading, and overseeing effective performance, of the Operating Committee;
- Ensuring that the Operating Committee functions within its Terms of Reference;
- Ensuring that Committee members have adequate opportunity to contribute;
- Maintaining relations between the Operating Committee and the Executive, including, in particular, meeting with the Executive, the CEO and the EO according to the meeting schedule;
- Setting the agenda for Operating Committee meetings;
- Establishing a protocol to take effect when the Committee Convenor is absent from meetings of the Committee; and

- Participating in evaluation of the performance of the Operating Committee.

## **Responsibilities of Members of Operating Committees**

The principal responsibilities of members of Operating Committees include:

- Working effectively with the Committee Convenor and the other members of the Operating Committee;
- Working in accordance with the policies and procedures of the Association;
- Reporting performance in an accurate and transparent manner; and
- Promoting and endorsing the AAP's Values in all aspects that affect the operations of the Association.

## **CONSTITUTION OF OPERATING COMMITTEES**

### **Election of Committee Conveners**

All Committee Conveners are elected at the AGM.

The term to which Committee Conveners are elected depends upon the Committee.

If the position of Committee Convener is an *ex officio* position, then the length of the terms is determined by the nature of the *ex officio* position. (This provision would apply to, for example, an Undergraduate Committee, a Postgraduate Committee, a Journals Committee, and a Presidential Committee.) If an *ex officio* position is vacated between AGMs, then it may need to remain vacant until the next AGM. However, as far as possible, Executive will seek temporary *ex officio* appointments to such vacated positions.

If the position of Committee Convener is not an *ex officio* position, then the term is three years. If one of these positions is vacant between AGMs, then Executive shall appoint a temporary occupant to the vacant position until the next AGM.

### **Appointments to Operating Committees**

Appointments to Operating Committees shall be made by Committee Conveners in consultation with the Executive. Invitations to convene, or join, committees will be made through written invitation from the CEO. Those appointed to Operating Committees need not be members of the Association (though they should be invited to join the Association when appointed). Those appointed to Operating Committees should be committed to the primary object of the Association, i.e. to promoting and supporting philosophy in Australasia.

## **SCOPE OF AUTHORITY OF OPERATING COMMITTEES**

Any decision making power delegated to an Operating Committee must be specified by the Executive, and must be within the delegation levels given to the Executive by the Board.

Any activities of Operating Committees, including Committee Conveners, on behalf of the Association, must have the prior approval of the Executive.

## **REPORTING REQUIREMENTS OF OPERATING COMMITTEES**

Operating Committees will provide Quarterly Reports to the Executive. The June Report will be an Annual Report, and will be included in the papers for the Annual General Meeting.

If an Operating Committee has nothing to report for a given quarter, then it will lodge a Quarterly Report that says “nothing to report”. If an Operating Committee has nothing to report for a given year, then it will lodge an Annual Report that says “nothing to report”.

## **MEETINGS FOR OPERATING COMMITTEES**

### **Operating Committee Calendars**

Operating Committees should have meetings in accordance with their terms of reference in order to meet their purpose and objectives. Typically, Operating Committees will meet between three and five times a year. Where possible, Operating Committees should have a face-to-face meeting in July. Standardly, meetings at any other time will be virtual.

### **Operating Committee Papers**

- Papers for meetings should be provided sufficiently far in advance of scheduled meetings to permit adequate preparation. 14 days is a good standard.
- Agendas should be settled sufficiently far in advance of scheduled meetings to permit adequate preparation. There should be adequate time for discussion of agendas prior to meetings.
- Minutes of meetings should be maintained.
- All papers for meetings—including agendas and minutes—will be housed in the section of the website allocated to the Operating Committee in question. Minutes of meetings should be sent to the Executive Officer in good time.

### **Conflicts**

Members of Operating Committees must not take improper advantage of their positions as members of Operating Committees. A member must inform the Committee Convenor as soon as they become aware of any conflict or potential conflict of interest which they may have in relation to any particular item of business. When a conflict arises, the conflicted member will typically be absent from discussion and decision of the matter. Exceptions may

be allowed, but only after the Committee Convenor has secured the agreement of Executive. All conflicts of interest must be recorded in the minutes of meetings.

## **PERFORMANCE OF OPERATING COMMITTEES**

### **Performance Evaluation**

The Executive Committee will undertake an annual review of the performance of Operating Committees against the requirements of their respective Terms of Reference, and the requirements of this Charter. These annual reviews will also look for opportunities for improvement.

### **Briefing New Members**

#### **(a) Committee Convenors**

On appointment to the position of Committee Convenor, members shall be informed in writing what is expected of them in terms of time commitment, engagement with Executive, and participation in activities. Incoming Committee Convenors shall also be given a briefing pack of materials setting out the Association's structure, activities, financial position, and forward plans.

#### **(b) Other Members of Operating Committees**

On appointment to the position of member of an Operating Committee, members shall be informed in writing what is expected of them in terms of time commitment and participation in activities. Incoming Operating Committee members shall also be given a briefing pack of materials setting out the Association's activities, financial position, and forward plans.

## **TERMS OF REFERENCE FOR OPERATING COMMITTEES**

Each Operating Committee has terms of reference that are developed and approved by the Executive. Changes to the terms of reference must be approved by the Executive.

## **REIMBURSEMENT OF COSTS FOR OPERATING COMMITTEE MEMBERS**

Committee Convenors are eligible to claim towards their cost of attendance at the Convention at the July conference. Further details about what can be claimed are set out in the relevant Policy document.

There is no provision for other Operating Committee Members to claim towards their costs of attendance at the meeting at the July conference.

There is no standing provision for Committee Convenors or other members of Operating Committees to make claims for any other costs, i.e. for any costs other than cost of attendance at the Convention at the July conference.