

# **ANZLAA CPD Consulting Group**

## **Terms of Reference**

(Last modified 6<sup>th</sup> December 2018)

### **Role**

The CPD Consulting Group is appointed by and reports to the ANZLAA Executive.

The primary role of the CPD Consulting Group is to provide advice to the CPD Committee on matters that may have significant or ongoing implications for the CPD Program, and to provide input into reviews of the CPD Program.

The Consulting Group may also be approached by the CPD Committee for advice on other matters such as those upon which the Committee is unable to reach consensus.

Advice provided by the Consulting Group must be given due consideration by the CPD Committee but is not binding.

Neither the Consulting Group nor the CPD Committee may formally represent ANZLAA unless requested in writing by the ANZLAA Executive.

### **Membership**

The Consulting Group should comprise no less than four members and no more than ten members. All members of the Consulting Group must be current members of ANZLAA at the time of their nomination for appointment and throughout the time in which they are serving.

Appointments to the Consulting Group shall be made by the ANZLAA Executive. Appointees should be selected following a call for nominations. All members of ANZLAA should be eligible for nomination. Criteria for appointment should, where reasonably possible, reflect the diversity of the ANZLAA membership while ensuring relevant experience.

In exceptional circumstances, the Executive may make a direct appointment to the Consulting Group to fill a casual vacancy or for reasons considered to be in the best interests of the CPD Program or ANZLAA more broadly.

A former member of the CPD Committee may be appointed to the Consulting Group (and vice versa) although an individual may not be a member of both bodies at the same time.

Prior to participating in the activities of the Consulting Group, members must confirm their acceptance of the 'Conditions of Membership of the ANZLAA CPD Consulting Group' (attached). Acceptance should be sent to the CPD Committee Chair who will forward it to the Secretary of the ANZLAA Executive.

While there is no limit on the total time that a member may serve on the Consulting Group, consideration should be given to the benefits of periodic membership turnover to maintain diversity and currency of experience.

A member may be removed from the Consulting Group if it is agreed by a simple majority of the ANZLAA Executive to be in the best interests of the CPD Program or ANZLAA more broadly.

## **Convenor**

The CPD Committee will appoint one member of the Consulting Group to serve as Convenor. The primary role of the Convenor will be to serve as the contact point for communication between the Consulting Group and other parties, especially the CPD Committee and the ANZLAA Executive.

The Convenor should appoint a Deputy Convenor to act in the Convenor's absence and provide other support.

## **Operation**

Activities of the Consulting Group will generally be on an *ad hoc* basis although a more structured approach may be implemented if desired by its members.

Communication and discussions of the Consulting Group may be by email or other means agreed among a majority of the members.

Advice provided by the Consulting Group to the CPD Committee should be in writing. Procedures must ensure that all members of the Group have been given a reasonable chance to contribute to discussions before advice is issued.

Subject to privacy constraints, the Consulting Group may request any information from the CPD Committee that it deems reasonably necessary to reach an informed opinion.

Members of the Consulting Group must provide input in a timely manner. Input received after a deadline has lapsed or outside a reasonable timeframe for a given set of circumstances may be excluded from discussions or advice.

Wherever practicable, advice issued by the Consulting Group should reflect the views of a majority of those members consulted. If strong differences of opinion arise within the Consulting Group in relation to a particular matter, this must be recorded in any advice provided by the Group.

The Consulting Group may provide a report to the ANZLAA membership at Annual General Meeting although is not obliged to do so. The Consulting Group may also provide reports to the CPD Committee and/or ANZLAA Executive at other times if it chooses to do so.

If a significant difference of opinion arises between the Consultation Group and the Committee which cannot be resolved by the two parties, the matter shall be referred to the ANZLAA Executive for a decision.

A member of the CPD Consulting Group must absent themselves from all discussions relating to their own participation in the CPD Program.

**ANZLAA CPD Consulting Group**  
**Conditions of Membership of the ANZLAA CPD Consulting Group**

**Incoming members of the CPD Consulting Group must confirm their acceptance of these 'Conditions of Membership'.**

**This may be done either by sending an email stating that you accept these Conditions, or by submitting a signed copy of these Conditions. Your acceptance should be sent to the Chair of the CPD Committee who will then forward it to the Secretary of the ANZLAA Executive.**

By accepting an offer to join the ANZLAA CPD Consulting Group, I agree to the following Conditions:

1. I will treat as strictly confidential all information relating to individual participants in the CPD Program and their employers to which I may be party as a member of the Consulting Group. This undertaking extends to all personal data and confidential information including:
  - The names of participants in the CPD Program;
  - Details of an individual's CPD points, place of work and contact details; and
  - Information which might identify or allow inferences to be made about an employer or institution.

I understand that I must continue to treat the above material as strictly confidential after I leave the Consulting Group.

2. I will only access data and information relating to the CPD Program if it is directly relevant to my role on the CPD Consulting Group. I will ensure that all such material is stored in a manner that ensures confidentiality and security.
3. I agree to work within the CPD Consulting Group's Terms of Reference.
4. I accept that I may be liable for any consequences that may arise in the event that I breach these Conditions.

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Signature (or email confirmation)

Name:

Date: