

LG Professionals SA Community Managers Network

Terms of Reference

Groups Represented by the Network:

The Community Managers Network comprises current and former executives, managers, team leaders, supervisors and others aspiring to leadership in the Community Development, Community Services Sector and Social Planning sector within Local Government and related organisations where relevant to the Network's current and emerging strategic issues.

Auspice:

LG Professionals SA Network operates under the auspices of LG Professionals SA.

Purpose of Network:

The Community Managers Network comprises current and former executives, managers, team leaders, supervisors and others aspiring to leadership in the Community Development, , Community Services Sector and Social Planning sector within Local Government and related organisations where relevant to the Network's current and emerging strategic issues.

Its Functions:

The functions of the Network include:

- To promote 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 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 LG Professionals SA National Roles and Responsibilities document.

Membership:

Membership of this LG Professionals SA Network is open to:

- Those eligible for membership of LG Professionals SA under the LG Professionals SA constitution who has a relevant interest in the Group as defined above.
- Related organisations joining as Corporate Members.

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 eighteen (18) members. Committee Members will be elected from financial network members.

At least 14 or 80% of members will be currently employed by local government, unless specified from time to time by a meeting of the Committee by a 2/3 majority.

The number of Committee members be restricted to two per council, unless there is sufficient evidence that more than two are required where specific representation of a profession (eg. librarians) is required.

Committee Members will be elected for a two (2) year period with one half (1/2) of the committee positions being declared vacant each year. Nominations for these positions will be called for giving 30 days notice of the nomination deadline and outlining the voting process. Nominees must provide their nomination by e-mail or in writing, in a form agreed by the committee. In the event of more nominations than available positions being received voting via secret ballot will be held.

Meeting are open to all financial LG Professionals SA members who are welcome to attend at any time but will not have voting rights.

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. Committee members must notify the Chair of their proxy in advance of the relevant meeting. Proxies can be appointed for up to three consecutive meetings, after which time the proxy needs to be reappointed.

Role of Chairperson

The Chairperson will:

Chair all meetings of the LG Professionals SA CMN. In the absence of the Chairperson and Vice-Chairperson, or at the request of the Chairperson or of a majority of the meeting, another member may be elected as that meeting's Chairperson.

Lead the preparation of the Agenda for all meetings.

Encourage full balanced participation in meetings and shall decide on matters of order.

Act as the Spokesperson for the LG Professionals SA CMN unless an alternative spokesperson has been appointed by the CMN. The Spokesperson shall make statements in accordance with previously agreed policy or, in an emergency, following consultation with at least two members of the CMN.

The Chairperson will be entitled to have a vote at meetings.

The Vice Chairperson will undertake all duties of the Chairperson in that person's absence or at their request.

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.

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 including Agendas, issues, forthcoming events, professional development opportunities 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.

Financial Arrangements for Networks

Membership Fees

Network Members Membership Fees go to LG Professionals SA's Membership Income Account.

Reserve Account

A Reserve Account will be established in the name of the Network, to be managed through decisions of the Network Coordinating Committee.

Any existing funds which an existing group choosing to become an LG Professionals SA Network has, will be held in their Network Reserve Account.

Interest from Network Reserve Account will be paid to LG Professionals SA Interest income line.

Should the Network cease to exist, the funds in the Reserve Account will be set aside for a period of 12 months should the network re-form. Should no Network or responsible organisation be reformed by this time, the funds from the Reserve Account will go into the general LG Professionals SA account to be used for purposes consistent with the Functions of the Network, in particular training, professional development and networking for Local Government community managers and potential leaders.

Income and Expenses resulting from Network Initiatives

A budget in line with relevant LG Professionals SA budget and pricing policies must be presented to the LG Professionals SA CEO for all Network initiatives such as Conferences, Seminars, Trainings, Research projects and other events for approval.

This budget is to include an Administrative Levy in line with the current formula used by LG Professionals SA. This levy will be deposited in LG Professionals SA's Admin Levy Income line.

Any profit or loss resulting from the event after the Admin Levy is paid will be deposited / drawn from the Network Reserve account.

