

ILC Inc. Management Committee

Terms of Reference

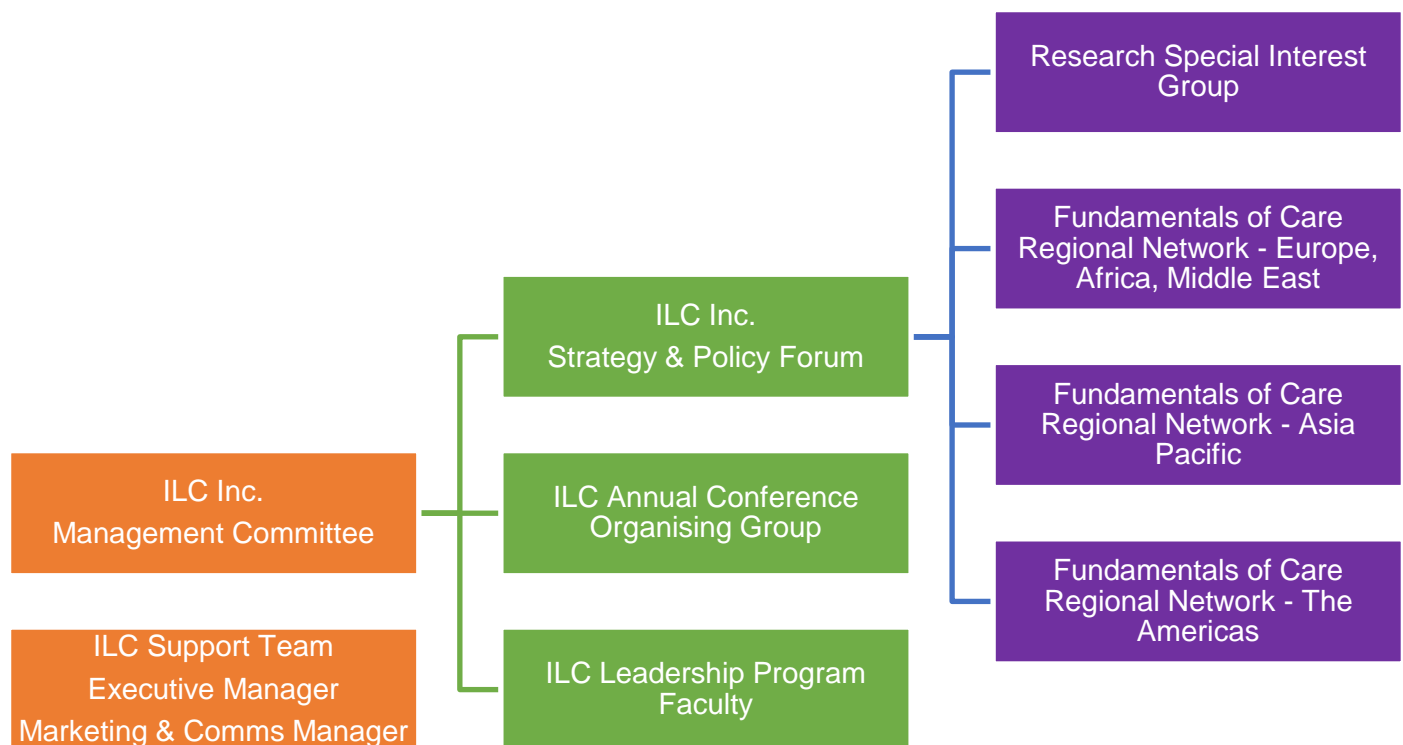
April 2023

PURPOSE

The ILC Inc. Management Committee role is to provide governance, management, accountability and oversight of the operations of the ILC according to the Constitution of the Association¹.

SCOPE OF ACTIVITIES

The ILC Management Committee has specific responsibilities to ensure the ILC operates within the rules of the Association as detailed in the Constitution. This scope includes responsibility for all governance and legal matters, financial, and human resources, of the Association. The organisational structure below explains the relationship between other governance components of the Association.



MEMBERSHIP

The ILC Management Committee will consist of up to nine people.

The Committee shall be comprised of a chairperson, secretary, treasurer and no more than six committee members.

The membership will be comprised of people who are Members of the Association elected at an Annual General Meeting (AGM) of the Association.

¹ The ILC is incorporated under South Australian law as an Association – Associations Incorporation Act 1985 Section 20(1). Incorporation No. A44891

TERM

Members of the ILC Management Committee will serve a two-year term. The term shall expire at the second AGM of the ILC Inc. after the election of the person. Members of the Management Committee may re-nominate for office on the Management Committee at the appropriate AGM.

QUORUM

A quorum shall be at least half the persons elected to the Management Committee.

FREQUENCY OF MEETINGS

The Committee shall meet for the dispatch of business at least quarterly. Meetings shall be convened by Zoom or other virtual meeting platform. Resolutions may be achieved by email when urgent decisions need to be made.

FUNCTIONS/ACTIVITIES

The ILC Management Committee functions are:

- Oversee all financial, membership, governance and human resources policies and procedures for the Association
- Approve and monitor all expenditure of the Association
- Appoint and manage contract staff to support the operations of the ILC Inc.
- Ensure the Association has appropriate levels of insurance
- Enter into any legal agreements or instruments as needed.
- Undertake planning of all key activities to ensure the effective operation of the Association.
- Consider recommendations from the ILC Strategy and Policy Forum for resources and public statements on fundamentals of care
- Consider recommendations from the ILC Strategy and Policy Forum for establishment of Special Interest Groups
- Plan and manage the Annual General Meetings of the Association

REVIEW

These Terms of Reference shall be reviewed every two years or when required due to changed circumstances. The next review is April 2024.