

**ACT CHAPTER
SMALL PRACTICE GROUP
TERMS OF REFERENCE**

Last updated: 3 June 2016



OBJECTIVES

As a Committee of Chapter Council, the Small Practice Group acts on behalf of the ACT Chapter President and Chapter Council and operates under the Council's aims, objectives and terms of reference. Working in accordance with the Institute's policies and strategic direction, the objectives of the Australian Institute of Architects ACT Chapter Small Practice group are to provide networking and continuing professional development events on topics of interest and merit to members of the Institute who generally operate as small architectural practices.

ACTIVITIES

The Small Practice Group's core activities include, but are not limited to:

1. Organising speakers and topics of discussion for regular monthly meetings
2. Developing a draft calendar of events for distribution to members

LINK TO STRATEGIC PLAN

TBA

OBLIGATIONS

The Small Practice Group acts to:

1. Implement networking and CPD events
2. Identify issues arising from or relating to small practice
3. Work cooperatively with the sponsor (AWS) and allow the sponsor representative to speak or show a short video at the beginning of each meeting
4. Provide guidance, support and assistance to ACT Chapter personnel on the needs of the group, and timely information on topics for advertising purposes

The members of the group are obligated to fulfil their roles, tasks and responsibilities in an accountable, professional and expedient manner.

It is the responsibility of the group to ensure that work referred to it is undertaken in a timely and constructive manner. This will mean group members taking on tasks themselves, or group members identifying external stakeholders to be asked to undertake tasks. Final responsibility for ensuring the completion of an identified desired outcome rests with the Small Practice Group itself, regardless of who has been tasked with actually doing the work.

The Group is to act in accordance with the ACT Chapter Rules for Committees as approved by Chapter Council from time to time.

MEMBERSHIP

Where possible (or relevant), the group will be comprised of an odd number of members.

Members will:

1. Be financial members of the Australian Institute of Architects ACT Chapter
2. Behave with discretion, objectivity and integrity at all times

Where relevant or possible, the organising committee of the group will:

1. Reflect the make-up of the profession, with a gender balanced representation
2. Include members who practice on a day-to-day basis as architects and/or consultants
3. Include a Chapter Council representative
4. Include a Chairperson appointment by Chapter Council, or where delegated, from within the Committee by majority vote
5. Include from time to time, at the discretion of Chapter Council, co-opted persons (who might be non-members) with particular expertise in an advisory role

The organising committee makeup and profile is to be endorsed by Chapter Council

Organising committee terms of appointment shall be for a term of two years with members retiring on a rotational basis. Any member may be re-appointed for a further term at the discretion of the Chapter Council. Members deemed to not be contributing may be asked by the Chair to stand down.

MEETINGS

1. The organising committee shall meet *at least 4 times per year* (quarterly) to discuss issues referred to it from Chapter Council, other Chapter Committees, or individual members
2. The organising committee may agree to call additional meetings as it sees fit
3. A quorum of 50% is required for a meeting to proceed with the ability to make decisions

REPORTING

The Small Practice Group is to report activity to the Chapter Council as required and to report to the membership via two enews items each year.