

The Association of Graduates in Early Childhood Studies would like to acknowledge both the Bunurong/Boon Wurrung, and Wurundjeri people as the Traditional Custodians of the Lands on which we are located in Melbourne. We pay our respects to their Elders past, present and emerging. We also acknowledge the Aboriginal language groups across all of Victoria, whose lands we provide funding for specific projects around Early Childhood Education. We acknowledge their history, their people, and their stories. As an Association we will work together for reconciliation, a process that starts with the acknowledgement of true Aboriginal and Torres Strait Islander histories and cultures of Australia, and will always value the contribution to our community and culture, the experiences of Aboriginal and Torres Strait Islander peoples, their families, communities and their stories.

AGECS Committees Policy and Procedure

1. Introduction

The AGECS Constitution includes a section called “Committees and Delegation of Powers” which outlines the types of committees AGECS can create and their scope of operation (points 48 – 52). It also includes a section on “Lapse and re-appointment” of these committees (point 53).

2. Policy Objectives

This document sets out guidelines for the establishment of committees and process for the appointment/re-appointment of committees.

3. Policy

The AGECS Council shall, from time to time, create committees to assist it with its work. These committees shall be formed and operate according to the AGECS Constitution.

3.1 Type of committees under the AGECS Constitution

Delegation of powers (Constitution point 48)

- a) The Council may delegate any of their powers to:
 - i. a committee of members of Council; or
 - ii. a member of Council; or
 - iii. an employee of the Association; or
 - iv. any other person.
- b) The delegate must exercise the powers delegated in accordance with any directions of the Council.
- c) The exercise of the power by the delegate is as effective as if the Council had exercised it.

Advisory Committees (Constitution point 49)

The Council may appoint committees for the purpose of investigating, reporting and recommending to Council as to any aspect of administration of the affairs of the Association.

Year Group Committees (Constitution point 50)

The Council may appoint committees for the purpose of organising social functions for year groups and to perform other functions as the Council may authorise.

Such Committees may be given power-

- i. to make and implement decisions
- ii. but shall have no power to incur debt,
- iii. to dispose of assets, nor
- iv. spend, save within pre-defined limits, and save for funds they may directly raise for the purpose.

Early Childhood Programs (Constitution point 51)

a) Committees of Management

- i. The Council may appoint committees for the purpose of management of Early Childhood Programs operated by the Association.
- ii. Such Committees may be given power-
 - to make and implement decisions but shall have no power
 - to incur debt,
 - to dispose of assets, nor
 - spend, save within pre-defined limits, and compliance shall be monitored in some reasonable way.

b) External Early Childhood Programs

- i. The Council may authorise assets to be applied in support of an Early Childhood Program operated by a separate incorporated body which
- ii. would operate the Early Childhood program with total responsibility and independence as to its funding, expenditure and liability;
- iii. would enter into a leasehold commitment as to use of any land and buildings of the Association, at such rental as the Council may determine and whether at market or below market rate;
- iv. would contract with the Association that it would apply the following statement of principles in the operation of the facility (or such other principles as the Council may determine): The programs would reflect the enduring belief of the early childhood profession in a child-centred, play-based curriculum; The programs should continue the tradition of providing support to children and families with exceptional needs; The programs should demonstrate a commitment to parents as the key agents in their children's development; The programs should demonstrate the kind of innovation that is responsive to the changing needs of children and their families; The natural environment plays an important role in children's aesthetic, spiritual and emotional development – it should be cared for to ensure that it fulfils that role.

3.2 Proceedings of Committees under the AGECS Constitution

Proceedings of Committees (Constitution point 52)

- a) The proceedings of any committee shall be such as the Council may prescribe.
- b) Until the Council otherwise provides, the provisions of this Constitution relating to the proceedings of the Council shall so far as they are applicable apply to the proceedings of the committee.

3.3 Lapse and re-appointment under the AGECS Constitution

Lapse & re-appointment (Constitution point 53)

- a) All committee appointments shall lapse from the first meeting of Council following the Annual General Meeting in each year.
- b) The Council may re-appoint any committee.

3.4 AGECS committees

At the October 2023 meeting, the AGECS Council moved that the following committees be designated and act as:

- 4.1 Delegate Committees: Finance
- 4.1 Advisory Committees: Reconciliation Action Plan (RAP), Fellowship Advisory Committee, Membership

4. Procedure

4.1 Committee establishment

Council will establish new committees via a formal motion of Council which:

- a) designates the type of committee under the terms of the constitution (e.g. delegation of powers, advisory committees etc)
- b) outlines the proceedings – maximum and minimum number of members, frequency of meetings, and timing in relation to Council’s meeting calendar
- c) outlines committee reporting requirements to Council (e.g. minutes, reports)
- d) designates a specific chair (e.g. member of executive, or other) or requests the committee to nominate its own chair.

4.2 Appointment and removal of members

Committee members are appointed to contribute to council / committee work in a positive way including following guidelines including Council Role Description, and adherence to AGECS policies and procedures. Committee member appointments are subject to proposed members signing the AGECS Code of Conduct.

The Executive will oversee this policy.

4.3 Lapse and re-appointment

The constitution allows for the annual review of existing committees. This provides Council with the opportunity to review the continuing need for the committee. This also ensures members have a mechanism to volunteer for a period of time of their choosing and to allow for committee renewal.

- i. All committees of Council shall lapse from the first meeting of Council following the AGM in each year.
- ii. At the final meeting of the committee prior to the AGM, the agenda will include an item regarding the lapse and re-appointment of the committee.
- iii. At the final meeting of the committee prior to the AGM, the Chair will ask committee members to self-nominate for the year ahead.
- iv. A list of resigning and continuing members will be provided to the Program Manager by a designated date prior to the AGM.
- v. A full list of committees will be provided at the AGM, with the President requesting general members to express interest in joining a committee.
- vi. At its first meeting following the AGM, the Council will review the list of committees and the nominated members (from the existing committee and any new members arising from the AGM) and will review the committee against numbers established at 4.1.
- vii. The Council will via a formal motion re-appoint the committee for the following year.
- viii. The Program Manager will notify the chair/committee of the appointment.

4.4 Lapse and re-appointment of Aboriginal Ambassadors

The appointment and re-appointment of Aboriginal Ambassadors will follow an alternative process.

- i. The RAP committee is to provide a recommendation to Council regarding the appointment of Aboriginal Ambassadors. The Aboriginal Reconciliation Ambassador positions are paid and the role outlined in the Aboriginal Ambassador role description.
- ii. Council will move a formal motion to endorse the appointment.
- iii. The Program Manager will organise a Lifetime Membership to AGECS if the Aboriginal Ambassador is not currently a member of AGECS.
- iv. At the final meeting of the RAP committee prior to the AGM, the Chair ask Aboriginal Ambassadors if they are willing to continue on in the role in the year ahead.
- v. The appointment of an Aboriginal Ambassador shall not lapse annually and will only lapse upon resignation, the dissolution of the committee or a breach of the code of conduct.

For questions about this policy, contact the President.

Version	1	Approved by Council on	2 nd December 2023
Responsible person	The President	Scheduled review date	December 2026