

Group Projects Working Group

Terms of Reference

Approved by

Finance Committee

Purpose

- To achieve broader promotion of the ABA brand and assist fundraising through the approval of products (group projects) for sale
- Supporting Key Result Area 2 (Organisational Viability) and Key Result Area 5 (Public Awareness and Profile) in the ABA Strategic Plan

Scope

Products (projects) approved may be suitable for manufacture, promotion and sale at a national, branch, regional or local group level.

Qualification and skills

- Compliance with ABA's Workplace Health and Safety (WHS) policy
- Current voting member of ABA
- Agreement in writing to abide by the ABA Code of Ethics
- Has viewed the Volunteering with ABA presentation
- Experience in sales, marketing or promotion desirable
- Effective communication and writing skills to deliver concise, accurate and timely reports
- Ability to prioritise tasks, manage workload and meet deadlines
- Ability to work effectively as part of a team

Ineligibility

Working group members will cease to be a member if they:

- Resign as a member of the Australian Breastfeeding Association
- Resign from the working group
- Fail to attend three consecutive meetings without providing apologies to the Coordinator

Appointment

- The Group Projects Working Group Coordinator is the Chairperson and will be appointed in accordance with the Australian Breastfeeding Association Delegations Manual.
 - Paid representatives are nominated by the Executive Officer.
 - Volunteer representatives are nominated by the FRD Management Team.
- The working group should seek to include paid staff and volunteer personnel who have some/all of the required skills.
- Internal or external persons may be invited to attend meetings at the request of the Coordinator on behalf of the Working Group to provide advice and assistance where necessary. These persons will have no voting rights.

Term of office

The term of office for the Working Group Coordinator is 2 years or until the person chooses to resign, or is no longer a member of the Association, may be reappointed annually, not exceeding 6 years.

Authority to act

The Group Project Working Group has authority to act within the guidelines of this Terms of Reference, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations manual.

Accountable to

Financial Resources Development Manager

Roles and responsibilities

Of the Working Group

- To receive and process applications for Group Projects
- To assess applications and approve or reject projects according to ABA policies and procedures
- To receive and respond to all correspondence and enquiries relating to Projects
- To inform applicants within 7 days of acceptance or rejection of application
- To compile and keep up to date a central register of all Projects current and past, accepted or rejected
- To correspond annually with all current Group Project owners to determine:
 - that they wish to be included in the next Group Projects Catalogue
 - that the Group Project has been a financial success
 - that the group will continue to produce and sell this group project
- To be responsible for compiling a Group Project Catalogue and ensuring the fee charged for advertising in the Group Project Catalogue is paid to Head Office.
- Promote Group projects via internal communication Responsibilities of the Working Group Coordinator
- Schedule regular meetings and notify members
- Invite guests to attend meetings when required
- Lead the meeting according to the agenda and timetable
- Ensure discussion items end with a decision, action or definite outcome
- Ensure meetings are minuted and draft minutes distributed to the working group for approval
- Provide reports and regular communication to the Financial Resources Development Manager.

Reporting

Reports to be provided according to the Group Projects Working Group Coordinator position description.

Finances

No budget allocation

Training

- Training for the Working Group Coordinator provided by Financial Resources Development Manager
- Training for the Working Group members provided by the Working Group Coordinator

Methods

- A minimum of 6 meetings will be held each year, and these are to be held as required, either face-to-face or online, and according to the workload and activities of the working group. Decisions will be made by consensus. Where the group cannot reach consensus a majority vote will be the deciding factor.
- Minutes are to be distributed to the Working Group for approval 1 week prior to the next Working Group meeting, along with an agenda.
- Minutes are to be checked and approved by the Working Group at the commencement of the next meeting and forwarded to the Financial Resources Development Manager when approved

Deliverables

- Up-to-date central register of applications
- Annual Group Projects catalogue

Evaluation

The terms of reference shall be reviewed annually from the date of approval. They shall be altered to meet the current needs of all committee members, by agreement of the majority of both paid and volunteer personnel

Revision history

Revision	Date	Description of modifications
V1	29 th July 2013	Developed by the FRD Manager and the Policy Task Group. Approved by Finance Committee