

Terms of Reference Leadership Engagement and Support Working Group

TOR Approved by

Senior Manager, Helpline Services & Volunteer Support

Purpose

- Support organisational Viability through resourcing, acknowledging and promoting ABA's volunteer leadership teams
- Continually review of all ABA leadership support currently available including access, documentation, and face-to-face support.
- Recommend and support the development of ABA leadership training, resources and support programs

Scope

Review current ABA Leadership support, understand leadership needs and develop consistent leadership processes and supports that ensure all leaders across the organisation have clear access to supporting documentation, feel equipped, supported and can successfully carry out their roles throughout their tenure as a volunteer leader.

Qualifications and skills

- ABA financial members
- Experience as a leader within ABA desirable but not essential
- Completion of ABA's Volunteer Induction
- Comply with ABA's Workplace Health and Safety (WHS) policy
- Ability to prioritise tasks, manage workload and meet deadlines
- Ability to work effectively as part of a team

Ineligibility

Members will cease to be in the Leadership Engagement Support Team (LEST) Working Group if they:

- Do not contribute to the work of the group for a period of 6 months or more
- Do not attend 3 consecutive meetings
- Breach the ABA Code of Ethics or ABA Code of Conduct

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Appointment

- The LEST Working Group Coordinator will be appointed in accordance with the Australian Breastfeeding Association Delegations Manual, by the Senior Manager Helpline Services and Volunteer Support. The coordinator is appointed for a period of 2 years and may be reappointed on review.
- Expressions of interest in joining the working group will be open to all eligible members and members will be appointed by the Working Group Coordinator.
- Expressions of interest from members of the project team for the coordinator position will be called for 2-months prior to the term expiring. Until the appointment of a Coordinator, the Senior Manager, Helpline Services & Volunteer Support will act in this position.
- Internal or external persons may be invited by the coordinator, on behalf of the project team, to attend meetings and work with the core group for specified periods of time, providing advice and assistance where necessary. These persons will have no voting rights.

Term of office

2 years or until the person chooses to resign, is no longer able to meet the required qualifications and skills or become ineligible. Members may be reappointed on review.

Authority to act

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

Accountable to

Senior Manager Helpline Services and Volunteer Support or their delegate

Roles and responsibilities

- Identifying and collating best practice that is currently in use in branches and identifying any gaps or barriers leaders are currently facing in doing their roles effectively.
- Reviewing, and, where necessary, revising, recommending and supporting the development of induction and onboarding processes, role descriptions, training, recognition, exit processes and support currently available to ABA volunteer leaders across the organisation.
- Revising current access to data and communications that leaders may need to successfully carry out their roles.

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- Reviewing and refreshing key supporting documentation and training to ensure consistency across ABA.
- Collecting feedback from ABA volunteer leaders across all branches.

Reporting

- Quarterly by the Working Group Coordinator to the Senior Manager Helpline Services and Volunteer Support or their delegate

Finances

On request and as per current ABA procedures

Training

- All members must complete ABA's Volunteer Induction prior to appointment

Methods

- Working Group discussions and decision-making is expected to be open, collaborative and respectful. Decisions will be made by consensus. Where the group cannot reach consensus, a majority vote will be the deciding factor.
- The Senior Manager, Helpline Services & Volunteer Support or delegate will attend meetings, at times, to provide guidance on organisational requirements and address questions. Their role will also provide organisational support where appropriate.
- Project team meetings will be held at a minimum frequency of 4 times per year unless otherwise agreed.
- Project team members are expected to provide apologies to the Coordinator if unable to attend.
- Agenda will be prepared prior to the meeting, and minutes will be recorded and distributed in a timely fashion by Coordinator.
- Minutes are to be filed in the Leadership Engagement Support Team SharePoint folder.
- A quarterly summary report of the Project team activities must be prepared for inclusion in Board reporting requirements. It must be submitted by the Coordinator to the Senior Manager, Helpline Services & Volunteer Support by the dates specified by this person.
- The Project Team meetings will be held via an agreed online platform.

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Evaluation

The terms of reference shall be reviewed every two years from the date of approval and updated as required. They shall be altered to meet the current needs of the organisation and all committee members, by agreement of the majority.

Revision history

Revision	Date	Description of modifications
Version 2	November 2023	Update and standardisation of TOR for WGs
Version 1	26/07/2021	TOR created