



## **ACT PUBLIC PRACTICE ADVISORY COMMITTEE CHARTER**

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### **OBJECTIVES:**

The main objectives of the ACT Public Practice Advisory Committees includes the following:

1. To advance the interests of CPA Australia's members within the Public Practice Sector through representation and recommending relevant member services and policy issues for action.
2. To provide advice and recommendations to the Board of Directors on matters relating to the Sector
3. To provide strategic oversight of issues impacting on CPA Australia's members within the Public Practice Sector.
4. To help to increase the profile of the Sector within the membership and with outside organisations.

### **RESPONSIBILITIES:**

- To provide leadership in the Public Practice Sector and identify how CPA Australia can act in the best interest of its members in that Sector;
- To monitor the development of any proposed changes in strategic directions recommended by the Sector General Manager;
- To agree the annual business plan for the Sector;
- To consider and where applicable make recommendations in relation to issues raised by Divisions or other Business Units;
- To ensure achievement of effective and co-operative communications and interaction between the Board Sector Committee and Divisional Sector Committees, Advisory Panels and CPA Australia Management;
- To consider and where applicable make recommendations in relation to broader professional development issues raised directly by the members;
- To provide direction on the continuing professional development and education needs of the members within the Sector.

**CHAIRMAN:**

The ACT Public Practice Advisory Committee will appoint a member of CPA Australia with relevant qualifications and experience as Chairman.

**CHAIRMAN'S TENURE:**

Two (2) years from the date of appointment subject to annual confirmation by the ACT Public Practice Advisory Committee, with a maximum of two terms. Subject to ACT Public Practice Advisory Committee holding a membership of at least 8 members.

**CHAIRMAN'S RESPONSIBILITIES:**

- To approve, with the aid of the committee members, a work plan for the Committee.
- To represent and promote ideas initiated by the Committee to Divisional Council and other bodies as required.
- To bring to the notice of the Divisional Council and Divisional GM matters of importance which could affect the Committee's sector in the profession.
- To take responsibility for the implementation of the work plan and activity progress.
- To take responsibility for preparation of reports (written and verbal) to Divisional Council.
- To provide direction and assistance to the Committee support staff person in the preparation and conduct of meetings.

**COMMITTEE COMPOSITION:**

Including the Chair, the Committee shall consist of a maximum of ten (10) persons. An ideal number should be eight (8). Members must be financial members of CPA Australia. Non-members can attend as observers at the discretion of the Committee Chair.

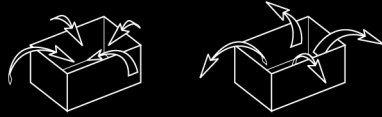
The Committee may second other persons for the purpose of individual initiatives or projects as required, provided that such individuals shall not be a member of the committee, and their appointment shall be limited to the time necessary to undertake the initiative.

**COMMITTEE APPLICATION:**

Potential members may apply for Committee vacancies by providing the Committee a CV for consideration by all members of the ACT Public Practice Advisory Committee.

**COMMITTEE TENURE:**

All subsequent appointments of members shall be for periods of three (3) years with a maximum of two three year terms. This will not apply when the Committee has less than eight (8) members.

**REVIEW OF COMMITTEE:**

The Division President and the Chairman of the ACT Public Practice Advisory Committee shall meet at least annually to discuss the performance of the Committee. The Chairman of the Committee shall also meet at least once annually with each member of the Committee separately to discuss performance. The ACT Divisional Council may further review the operation of the Committee on an annual basis to ensure its compliance with the terms of this Charter.

Where members of the committee are unable to actively contribute to the committee, continued involvement should be reviewed by the Chairman.

**MEETINGS:**

The Committee shall meet at least four (4) times per calendar year in order to fulfil its duties with such additional meetings as the Chairman shall decide. The specific dates of the four formal meetings will be determined by the Chairman and advised to the committee not later than December 31 for the following year. Further meeting dates shall be determined by the Chairman.

Formal meetings may be either face-to-face, or via telephone or video conference as considered appropriate by the Chairman. In addition, the Chairman should consider calling a meeting if requested to do so by not less than three (3) members.

All meetings of the Committee may be attended by the Divisional President or representative of ACT Divisional Council.

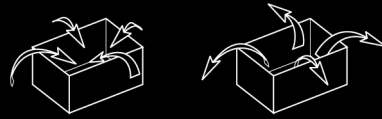
**QUORUM:**

A quorum shall be no less than 50% of the current ACT Public Practice Advisory Committee membership.

**ACCESS:**

The Committee shall have access to senior management of CPA Australia.

The Committee shall also have the ability to recommend the use of independent experts where they consider it necessary to carry out their duties but shall not directly incur costs or purport to bind the Company.

**COMMITTEE DECISIONS:**

Recommendations of the ACT Public Practice Advisory Committee shall not otherwise be binding on the ACT Divisional Council unless ratified by the ACT Divisional Council.

**REPORTING:**

The Committee shall submit the work plan to the ACT Divisional Council and formally report against the plan at least annually to the ACT Divisional Council. In addition the Committee shall keep Minutes of its meetings. The Minutes shall be made available to the ACT Divisional Council at such times as the ACT Divisional Council shall determine.

**WORK PLAN:**

The Committee shall develop and work to achieve the annual work plan for the Committee.

**TRAVEL ARRANGEMENTS/OUT OF POCKET EXPENSES:**

Travel and out of pocket expenses will be met in accordance with the applicable Policies of CPA Australia from time to time.