



ACT YOUNG PROFESSIONALS COMMITTEE (YPC) CHARTER

OBJECTIVES:

The main objectives of the YPC include the following:

1. To advance the interests of CPA Australia's members within the YP Sector (defined as members within 10 years of joining the profession) through representation and recommending relevant member services and policy issues for action.
2. To provide advice and recommendations to the ACT Divisional Council and ACT GM on matters relating to the YP Sector
3. To provide strategic oversight of issues impacting on CPA Australia's members within the YP Sector.
4. To help to increase the profile of the YP Sector within the membership and with outside organisations.

RESPONSIBILITIES:

- To provide leadership in the YP 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 organisation;
- To consider and where applicable make recommendations in relation to issues raised by Members or other committees;
- To ensure achievement of effective and co-operative communications and interaction between the ACT Divisional Council 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 by the members;
- To provide input on the continuing professional development and education needs of the members within the YP Sector.
- Encourage members of the YPC to consider nominating for Divisional Council or other ACT Committees.

CHAIRPERSON:

The YPC will appoint a member of CPA Australia as Chairperson.

CHAIRPERSON'S TENURE:

One (1) year term from the date of appointment subject to annual confirmation by the ACT YP Committee, with a maximum of two one-year terms. Subject to the YPC holding a membership of at least seven (7) members.

CHAIRPERSON'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 within 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 in the preparation and conduct of meetings.

COMMITTEE COMPOSITION:

Including the Chair, the Committee will consist of a maximum of ten (10) persons. Members must be financial members of CPA Australia. Non-members can attend as observers at the discretion of the Committee Chair.

The Committee may engage other persons external to the committee for the purpose of contributing to initiatives or projects as required, their appointment will be limited to the time necessary to undertake the initiative.

COMMITTEE APPLICATION:

Potential members may apply for Committee vacancies by providing the Committee a letter of application and CV for consideration by all members of the YPC.

COMMITTEE TENURE:

All subsequent appointments of members will 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 seven (7) members.

REVIEW OF COMMITTEE:

The Divisional President and the Chairperson of the YPC will meet at least annually to discuss the performance of the Committee. The Chairperson of the Committee may also meet at least once annually with each member of the Committee separately to discuss performance. Where members of the committee are unable to actively contribute to the committee, continued involvement should be reviewed by the Chairperson.

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.

MEETINGS:

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

Formal meetings may be either face-to-face, or via telephone or video conference as considered appropriate by the Chairperson. In addition, the Chairperson should consider calling a meeting if requested to do so by not less than two (2) members.

All meetings of the Committee may be attended by the Divisional President or representative of ACT Divisional Council as a guest

QUORUM:

A quorum will be no less than 50% of the current YPC membership.

ACCESS:

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

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

COMMITTEE DECISIONS:

Recommendations of the YPC will not otherwise be binding on the ACT Divisional Council unless ratified by the ACT Divisional Council.

REPORTING:

The Committee will 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 will keep Minutes of its meetings. The Minutes will be made available to the ACT Divisional Council at such times as the ACT Divisional Council determine.

WORK PLAN:

The YPC will 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.