



ACT PUBLIC SECTOR AND MANAGEMENT ACCOUNTANTS COMMITTEE (PSMAC) CHARTER 2017

OBJECTIVES:

The objectives of the ACT Public Sector and Management Accountants (PSMAC) Committee (Committee) include:

1. To advance the interests of CPA Australia's members within the Public Sector and Management Accounting Sector through representation and recommending relevant member services and policy issues for action, including the support of Chapter meetings;
2. To provide advice and recommendations to the ACT Divisional Council and General Manager on matters relating to the Sectors;
3. To provide strategic oversight of issues impacting on CPA Australia's members within the Public Sector; and
4. To engage with members and other organisations to:
 - Expand the knowledge and understanding of Public Sector and Management Accounting practices; and
 - Strengthen the role, status and profile of accountants in the Public Sector and Management Accounting Sector, and their contribution to effective management.

RESPONSIBILITIES:

- To provide leadership in the Public Sector and Management Accounting Sector and identify how CPA Australia can act in the best interest of its members in these Sectors;
- To agree the annual work plan for the Committee;
- To consider and where applicable make recommendations in relation to issues raised by members;
- Effective and co-operative communications and interaction between 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 members; and
- To provide direction on the continuing professional development and education needs of the members within the Sectors.

CHAIR AND DEPUTY CHAIR:

The Committee will appoint members of CPA Australia with relevant qualifications and experience as Chair and Deputy Chair.

CHAIR AND DEPUTY CHAIR TENURE:

One (1) year from the date of appointment subject to annual confirmation by the Committee. In order to harness the value of experience and fresh ideas, the tenure of the positions would desirably be two years.

CHAIR RESPONSIBILITIES:

- To develop, 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 General Manager (GM) matters of importance which could affect the Committee;
- To ensure the implementation of the work plan and activity progress;
- The preparation, or assistance in preparation, of reports (written and verbal) to Divisional Council; and
- To provide direction and assistance to the Committee support staff in the preparation for and conduct of meetings.

COMMITTEE COMPOSITION:

Including the Chair, the Committee shall consist of up to twenty (20) persons. An ideal number would be seventeen (17). Members must be financial members of CPA Australia, and representatives of the public sector and/or management accounting profession. Non-members can attend as observers at the discretion of the Committee Chair.

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

POTENTIAL COMMITTEE MEMBERSHIP:

Potential members may apply for Committee vacancies by providing the Committee a current CV for consideration by all members of the Committee.

COMMITTEE TENURE:

All subsequent appointments of members will be for periods of three (3) years. In order to harness the value of experience and fresh ideas the tenure of the committee positions would desirably be 6 years, subject to review at that time.

Committee members should have the potential to develop and actively participate as members on the ACT Divisional Council. Committee members are encouraged to nominate for casual vacancies in the ACT Divisional Council as they arise. The Committee will develop members for future appointments on the ACT Divisional Council by providing ongoing exposure to Divisional Council matters where appropriate, such as attending meetings as observers, inviting Council members to attend Committee meetings, and facilitating the regular exchange of relevant Council information to the Committee via CPA Australia staff.

REVIEW OF COMMITTEE:

The Division President and the Chair of the Committee shall meet at least annually to discuss the performance of the Committee. 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 Chair. Where a committee member is absent from three consecutive meetings without apology or contact they will forfeit their position as a committee member.

MEETINGS:

The Committee intends to meet four (4) times per calendar year in order to fulfil its duties with such additional meetings as the Chair shall decide, with no less than four (4) meetings. The specific dates of the meetings will be determined by the Chair and agreed by the committee prior to the upcoming calendar year. Further meeting dates shall be determined by the Chair and advised to the committee as early as possible.

Formal meetings may be either face-to-face, or via telephone or video conference as considered appropriate by the Chair.

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

MEMBER ATTENDANCE OBLIGATIONS FOR MEETINGS:

Members are to confirm attendance at meetings no later than three (3) working days before each meeting for quorum and catering purposes. Meetings may be re-scheduled due to conflicting/other priorities at the Chair's discretion.

QUORUM:

The quorum for a meeting is eight (8) members (including either the Chair or the Deputy Chair) of the Committee. CPA Australia representatives are considered 'in attendance' at the Committee.

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. The committee has no authority to make binding financial decisions.

COMMITTEE RECOMMENDATIONS:

Recommendations of the Committee are not 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 determines.

SECRETARIAT:

Secretariat support will be provided by CPA Australia. Draft minutes from each Committee meeting will be circulated to members within 2 weeks following each meeting. Agendas and papers will be forwarded to members no later than one week prior to the next Committee meeting. Late papers (i.e. those within a week before the meeting) or 'out of session papers' may only be circulated following Chair approval.

WORK PLAN:

The Committee will develop and work to achieve the annual work plan of 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, with the prior approval of the GM – ACT.