



Membership Advisory Board (MAB)

Short Terms of Reference

PURPOSE

The purpose of this document is to define the specific Terms of Reference relative to the named board or committee. These Short Terms of Reference are intended to be used in conjunction with the ACS Common Terms of Reference which define the general operating parameters common to all representative boards and committees. A copy of the ACS Common Terms of Reference can be found at www.acs.org.au.

CONTENTS

PURPOSE 1

1. ROLE 3

2. MEMBERSHIP 3

3. REVIEW DATE 3

4. VERSION CONTROL..... 4

1. ROLE

To work with the National Office to grow, retain and provide value to ACS membership – including to:

- a. Strengthen the strategic focus of ACS on its membership in future years;
- b. Provide advice on strategy and actions that will drive:
 - o Satisfaction and retention of ACS members
 - o Increase membership attraction and recruitment
 - o Improve the value offering to ACS members
- c. Providing leadership and promoting strategies in order to maintain a dynamic, contemporary professional membership framework for ACS members;
- d. Ensure the focus represents a diverse mix of activities within the portfolio is aligned with the future years (2+ years) of ACS Strategic Plan;
- e. Recommend projects, activities and structures within the portfolio that will most effectively deliver the membership-related Strategic Plan outcomes, and;

In undertaking this role, the MAB will maintain three committees

- a. Diversity and Inclusion Council (NDIC)
- b. National Fellows Committee (NFC)
- c. Honorary Life Membership Committee (HLMC)

2. MEMBERSHIP

- a. A Director elected by Congress (Chair);
- b. The Chairs of any sub-committee of MAB;
- c. Up to a total of ten (10) and minimum of 6 (six) members who are currently (or recently) engaged in ICT practice with relevant experience, appointed by the Management Committee on the recommendation of the VP, Community and the Director, MAB.
- d. Membership of the MAB should reflect both the diversity of the sector and the ACS membership-base.
- e. National Office-bearers may attend any meeting of the MAB or any other body within its portfolio.

3. REVIEW DATE

- a. This document is to be reviewed by the Custodian annually;
- b. Minor changes may be approved by the author/reviewer, e.g., the correction of typographical or formatting errors.

4. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
13 January 2020	1.0	Initial document	SIE, MAB
19 October 2020	2.0	Updates to 2.0c to include Vice-Chairs as MAB members	SIE, MAB
1 March 2022	3.0	Updates to 2.0 with revised Membership composition and 3.0a review requirements	SIE, MAB

Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Management Committee			January 2020	1.0
Management Committee			December 2020	2.0
Management Committee			March 2022	3.0

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
MAB and MC	MAB Members/ MC Members	February 2020	1.0
www.acs.org.au		December 2020	2.0

Custodian title & email address:	
Responsible Business Group:	Governance and Risk
Distribution: Highlight which is applicable and provide names where applicable	Upon Approval – for posting to ACS website and public access.