



# **Honorary Life Member Committee (HLMC)**

## **Short Terms of Reference**

Version: 1.0



## 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](http://www.acs.org.au).

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## 1. Role

- a. To ensure an appropriate and common standard is applied in the assessment and evaluation of potential Honorary Life Members of the ACS;
- b. To recognise a successful nominee through the creation of an appropriate citation that is published. This will be achieved through:
  - Auditing all HLM nominations to ensure due process has been adhered to;
  - Ensuring consistency and fairness across all applications;
  - Submitting nominations to Management Committee (MC) for approval;
- c. Administer and evaluate nominations in accordance with the current ACS National Regulations and Membership guidelines;
- d. Forward compliant nominations to National Office with a recommendation to Management Committee;

*This document pertains exclusively to Honorary Life Members. It does not pertain to processes relating to other honorary categories of membership such as Honorary Fellow or Honorary Member.*

## 2. Membership

- a. The Director of the Membership Advisory Board (MAB);
- b. At least two (2) ACS Honorary Life Members will be invited to participate in the annual discussion/s and assessment of nominations if nominations have been received.

## 3. Review

- a. This document is due for review by the Management Committee at its first meeting in 2023; and
- b. Minor changes may be approved by the Custodian, e.g. the correction of typographical or formatting errors.



#### 4. Version History

Name	Revision History	Date of Issue	Version
Sabina Gruetzner	Initial Document	19/10/20	1.0

#### 5. Approvals

Name	Date of Issue	Version
Karen Gee – Director Member Advisory Board	29/10/20	1.0
Craig Horne – Vice President Communities	29/10/20	1.0
Management Committee	17/12/20	1.0

#### 6. Distribution

Name	Date of Issue	Version
MAB and Committees	18/12/20	1.0
www.acs.org.au	18/12/20	1.0

#### 7. Document Control

<b>Custodian title &amp; e-mail address:</b>	ACS Company Secretary ( <a href="mailto:governance@acs.org.au">governance@acs.org.au</a> )
<b>Responsible Business Unit:</b>	Governance & Risk
<b>Content Security: <i>(Delete entries as required)</i></b>	<b>PUBLIC</b> Distribution unlimited