



National Fellows Committee (NFC)

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.

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1. Role

- a. Ensure an appropriate and common standard is applied in the assessment and evaluation of potential Fellows of the ACS;
- b. To recognise a successful nominee through the creation of an appropriate citation that is published to the world;
- c. Promptly review nominations and the process undertaken for compliance with the standards within the period identified in the current guideline;
- d. Procure, in situations where the process is compliant, a final membership status check;
- e. Forward compliant nominations to National Office with a recommendation to Management Committee;
- f. Work with the relevant BEC Chair, in situations where Management Committee has deferred a decision, to rectify any perceived deficiencies in the nomination including a redraft of the Citation required.

2. Membership

- a. A Chair appointed by the Management Committee on the recommendation of the VP, Community Boards and Director, Membership Advisory Board (MAB);
- b. A Vice-Chair appointed by the Management Committee on the recommendation of the VP, Community Boards and Director, Membership Advisory Board (MAB);
- c. Up to seven (7) committee member representatives from across ACS state and territory branches.

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	28/10/20	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

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