

Board Charter

Effective as at 27 October 2022

The Australian Workforce Compliance Council Ltd

Australian Company Number (ACN): 663 421 805

Australian Business Number (ABN): 1166 342 1805

A company limited by guarantee



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1. Introduction

1.1 Introduction

- (a) This charter of the Board of Directors for The Australian Workforce Compliance Council (AWCC) sets the role, responsibilities and accountabilities of the board in accordance with the law, Governance framework requirements of AWCC, and for the benefit of its members, employees, affiliates, stakeholders and community.
- (b) AWCCs Governance framework has adopted and aims to comply with the ASX Corporate Governance Council, Corporate Governance Principles and Recommendations 4th Edn February 2019. <https://www.asx.com.au/documents/regulation/cgc-principles-and-recommendations-fourth-edn.pdf>

2. Role & Responsibilities of the Board

2.1 Roles of the Board

- (a) The role of the Board is to provide leadership for and supervision over AWCCs Governance and Strategic planning.
- (b) The Boards key Objectives:
 - (i) advance AWCCs mission and vision;
 - (ii) ensure AWCC is properly governed;
 - (iii) assist in the development of AWCC's strategic goals; and
 - (iv) assist AWCC achieve its goals.
- (c) In fulfilling its objectives, the Board will approve and monitor:
 - (i) AWCCs Strategic plan and associated framework as drafted by the Managing Director and Chief Executive Officer;
 - (ii) policies, procedures or charters pertaining to AWCCs members;
 - (iii) risks identified by the board or its committees;
 - (iv) powers and functions of Division Councils, Board Committees, and other committees as may be established from time-to-time; and
 - (v) annual reports.

2.2 Responsibilities of the Board

- (a) The responsibilities of the Board are:
 - (i) making/amending policies and procedures regulating the Board, Division Councils, AWCC and its members;
 - (ii) reviewing, approving and monitoring AWCCs Strategic Plan;
 - (iii) monitoring AWCC's performance and strategic objectives;
 - (iv) supervise AWCCs framework that manages control and risk to its members;
 - (v) ensure compliance with the Corporations Act, the ACNC Act and all other applicable laws;

- (b) Ensure AWCC is managed in the interest of its members by:
 - (i) appointing and, where appropriate, removing the Managing Director and Chief Executive Officer;
 - (ii) approving remuneration for the Managing Director and Chief Executive Officer and senior management;
 - (iii) having input into and final approval of AWCCs Strategy;
 - (iv) reviewing and ratifying internal compliance, control, codes of conduct and legal compliance;
 - (v) providing critical and independent judgement regarding matters brought forward by management; and
 - (vi) monitoring senior management’s performance and implementation of strategy.
- (c) Approving and monitoring major expenditure, the annual budget and monitoring financial performance.
- (d) Assist in determining AWCC’s policy platform.
- (e) Enhancing and protecting AWCC’s reputation.
- (f) Engaging with members, stakeholders, employees, industry and Governments.
- (g) Determining Divisional Councils powers, functions and budgetary accountability.
- (h) Approving and monitoring financial and non-financial objectives of AWCC.
- (i) Ensuring Corporate Governance oversight including reviews of responsibilities, associated risk, reward and recognition of workers and AWCC’s volunteers.

3. Powers and duties

3.1 General powers

- (a) The Board is responsible for:
 - (i) the corporate governance, including finance and non-financial risk and accountability.
 - (ii) business and affairs of AWCC.

3.2 Duties

- (a) The directors must comply with their duties as directors as per their legislative, common law and duties as described in [Governance Standard 5](#) of the regulations made under the ACNC (Australian Charities and Not-for-profits) Act which are:
 - (i) to act with reasonable care and diligence;
 - (ii) to act honestly and fairly in the best interests of AWCC and its members;
 - (iii) not misuse their position or information gained in their position as a responsible person;
 - (iv) to disclose conflicts of interest, including those defined within the conflicts of interest section of the board charter;
 - (v) ensure that the financial affairs of the charity are managed responsibly, and
 - (vi) not allow AWCC to operate while insolvent.

4. Board Meetings

4.1 Membership of the Board

- (a) The composition of the Board will be reviewed as required, and in any event no less than once every year to ensure an appropriate mix of expertise, skills, experience as required to ensure adequate representation of its membership base, capability and strategic goals.
- (b) The minimum number of directors is maintained (50% of existing Director positions).
- (c) Membership representation for each Advisory Committee (Practitioner, Technology and Corporate) in addition to the Divisional President do not remain vacant for a period of greater than four months.
- (d) The size and composition of the Board is determined in accordance with the Constitution.

4.2 Meetings

- (a) Directors will meet in accordance with the Constitution, at minimum, 6 times each financial year.
- (b) A quorum as defined by the constitution will consist of a minimum of 50% of occupied Director Positions.
- (c) In the event that the following Directors are absent, a report in absentia is to be submitted by those Directors, OR to be made in person by a nominated proxi, preferably an authorised Deputy, including Deputy Chair of that Directors committee.
 - (i) Managing Director,
 - (ii) Payroll Advisory Committee,
 - (iii) Technology Advisory Committee,
 - (iv) Corporate Advisory Committee,
 - (v) President Divisional Council, and
 - (vi) Treasurer.
- (d) Directors will receive Board papers at least one week prior to the board meeting and where possible, all meetings for the FY year are to be scheduled at the first meeting.
- (e) Directors are to schedule their availability around the finalised yearly Board meeting. In the event they are unable to attend, a reschedule of the meeting will not occur unless a quorum of 50% is unable to be achieved.
- (f) The President of the Board may request the attendance of any person associated with an agenda item.

4.3 Minutes

- (a) The Secretary, or nominated person appointed by the Board will take minutes of all Board meetings and be responsible for their finalisation and dissemination to all Board members.

5. Appointment of Directors

5.1 Appointment

- (a) Directors will be appointed in accordance with the requirements of Director appointments of the AWCC Constitution.
- (b) All appointment processes and decisions will be recorded by the Board Secretary.
- (c) Eligibility requirements for Directors are to be met in accordance with those stipulated within the Constitution.
- (d) In accordance with the Conflict of interest part of this charter, and corresponding policy within the Constitution and by-laws of AWCC, all nominees for board appointments are to resign from existing positions of conflict with other associations prior to the formal acceptance of a board position. These include Board positions including Directors and/or State/Division positions of leadership in any association other than AWCC.

5.2 Terms and Conditions

- (a) All new Directors will be provided with an induction pack and formal induction.
- (b) The formal induction will consist of:
 - (i) a meeting with the President and Managing Director/CEO to discuss expectations, responsibilities and operations;
 - (ii) other meetings as requested by the new Director and/or other Directors including the President and Managing Director;
 - (iii) a Strategic planning overview to be presented by the Managing Director and Chairs of the Technology Advisory Committee, Payroll Practitioner Advisory Committee and Corporate Advisory Committee.

5.3 Continuing education

- (a) Directors are expected to keep up-to-date on relevant issues including public policy and specialist knowledge pertaining to the AWCC Strategy, and its respective interests including those of its membership and industry committees.

6. Delegations

6.1 President

- (a) The President will be appointed in accordance with those requirements stipulated within this Charter and the Constitution.
- (b) The President has a role as the head of the Board in providing leadership of the Board and in partnership with the Managing Director with regard to the Strategic direction of AWCC.
- (c) The President is responsible for the conduct of the Board.
- (d) Key responsibilities of the President are made within Annex A to this Charter.

6.2 Individual Directors

- (a) Individual Directors are responsible they and fellow Board members perform their duties and responsibilities as set out in this Board Charter, the Constitution and law.
- (b) Individual Director duties are specified with the following Annexures:
 - (i) [Annex A: President Position Description](#);
 - (ii) [Annex B: Deputy President Position Description](#);
 - (iii) [Annex C: Managing Director and Chief Executive Officer Position Description](#);
 - (iv) [Annex D: Chair Technology Advisory Committee Position Description](#);
 - (v) Annex E: Chair Payroll Practitioner Advisory Committee Position Description;
 - (vi) Annex F: Chair Corporate Advisory Committee Position Description; and
 - (vii) Annex G: Chair Council of Divisional Presidents Position Description.

6.3 Secretary

- (a) The Secretary is responsible for AWCCs Corporate Governance processes, and ensuring the Board and committee processes and procedures run efficiently and effectively.
- (b) The duties of the Secretary are as follows:
 - (i) ensuring registers required by law are established and maintained, as advised by the board chair;
 - (ii) ensuring any annual returns and annual reports are lodged with the appropriate regulator on time; and
 - (iii) ensuring the organisation of, and attendance at, meetings of directors, including the co-ordination and dissemination of papers, including agenda and compilation of minutes.

6.4 Treasurer

- (a) The Treasurer is responsible for the recording keeping and reporting of AWCCs financial activities including its Cashflow and Profit and Loss Statement.
- (b) The duties of the Treasurer are as follows:
 - (i) ensure all financial statements are updated for each board meeting;
 - (ii) ensuring an adequate breakdown of financial statements in line with AWCCs strategy; including membership and other forms of revenue;
 - (iii) Ensuring tax compliance (GST, PayGW, income tax etc);
 - (iv) Fraud/Theft/safe custody of money;
 - (v) EOFY reporting review;
 - (vi) Ensuring up to date record keeping for audit;
 - (vii) Planning and budgeting; and
 - (viii) Other financial guidance as requested in relation to board strategy.

6.5 Divisions

- (a) The board may, in accordance with the Constitution, and as per AWCCs Strategy, establish Divisions within each of the six states and two major territories of Australia.
- (b) The board may:
 - (i) split, merge, dissolve and change the composition of Divisions as determined by the board as appropriate.
 - (ii) authorise the creation of new divisions and state chapters as recommended by that chapters respective divisional lead.
 - (iii) delegate to each Divisional Council powers required for the effective and efficient running and administration of the Division and its Chapters; and
 - (iv) revoke and or all powers delegated to each Divisional Council including those extended to that Councils Chapters. In accordance with the Constitution, the board may establish one or more committees consisting of persons as authorised by the board to assist in the execution of its responsibilities and/or AWCC strategic objectives.

6.6 Committees

- (a) In establishing a committee, the board may:
 - (i) delegate powers to each committee to ensure effective and efficient conduct and administration of the committee;
 - (ii) revoke or alter powers delegated to each committee; and
 - (iii) adjust the structure and membership of the committee and dissolve it.
- (b) Each committee will adopt a charter to be approved by AWCCs board. Each charter is to address the purpose of the committee, membership, delegated authority and reporting obligations.
- (c) Operations of the Committee are required to provide the board with updates for each board meeting via their nominated Director/board delegate.

6.7 Delegation to individuals

- (a) Directors may delegate powers, in accordance with the Constitution to individuals they so determine including:
 - (i) one of more directors;
 - (ii) one of more members; or
 - (iii) one or more employees, including management of AWCC.
- (b) The directors may delegate their powers for a time they determine, or revoke and vary any power so delegated.
- (c) All delegates of powers must exercise those powers in accordance with any directions of board.
- (d) The board may continue to exercise all powers irrespective of any delegation made in accordance with the Constitution.

6.8 Review of delegations

- (a) All delegations will be reviewed by the board at least once per financial year, or at any time there is a change requiring a review, whether that be to operations, strategy or as deemed appropriate by the board.

7. Access to information

7.1 Directors access to senior management

- (a) Where a director considers it necessary to access senior management in order to discharge their duties, they must seek approval of the President, and consult with the Managing Director prior to accessing senior management.
- (b) The Chair of any committee may access the senior executive to whom that committee relates without prior approval of the Chair, or consultation with the Managing Director.

7.2 Directors access to information

- (a) AWCC will maintain the following information for access to any Director, regulator, or authorised persons or persons.
 - (i) all records of Board documents, books, financial records and any other documentation required to be held by law.
 - (ii) provide access to requested documentation as soon as reasonably practicable.
 - (iii) ensure all documentation is controlled electronically in the first instance, and where possible, paper requirements including associated printing are to be minimised and not used in lieu of electronic records.
 - (iv) Any costs to be borne by AWCC associated with accessing records, or record keeping are to be first approved by the board.

7.3 Confidentiality

- (a) Directors and invited attendees to Board meetings, are to keep all Board deliberations and decisions which are not publicly known confidential.
- (b) Any confidential information received by a director in their respective director capacity, including Chair or Deputy Chair of a Committee, must not disclose this information to any third party unless authorised by the Board or required by law.

8. Remuneration and expenses

8.1 Director remuneration

- (a) Directors can elect for the following forms of remuneration and unless stipulated below, are not eligible for any other form of remuneration and are as such, defined as unremunerated Directors.
 - (i) Digital Service Providers, either delegates or owners that are Directors, their Digital Service Provider fee is waived up to and including the first category of membership. The fee waiver is for the period of occupancy of the Director position.
 - (ii) Individual members, their individual membership fee is waived for the period they occupy a director position.

- (iii) Corporate members, either delegates or owners that are Directors, their corporate member fee is waived up to and including the first category of corporate membership fee.
- (iv) Applications for further fee waivers may be made to the board for consideration.
- (v) In the event that a director may be eligible for more than one fee waiver (ie, both an individual and DSP member), only one may be approved and it is recommended it be the greater of the two.
- (vi) If multiple Director's work for the same employer or DSP, only one fee waiver is permitted to the employer or DSP.

8.2 Director expenses

- (a) Subject to the requirements made within the Constitution, directors are entitled to:
 - (i) be reimbursed for reasonable authorised expenses properly incurred by them in connection with affairs of AWCC;
 - (ii) receive reasonable and proper payment for any goods supplied or serviced rendered to AWCC (other than their role as a director); and
 - (iii) as identified as part of a phasing or budgetary proposal by a director, including the Chairs of the Technology, Payroll and Corporate Advisory Committees.

9. Indemnity and insurance

9.1 Indemnity

- (a) In accordance with the Constitution, to the extent permitted by law, directors are indemnified by AWCC for all losses or liabilities incurred by the director as a director of AWCC including, but not limited to, a liability for negligence or for legal costs on a full indemnity basis.
- (b) This indemnity:
 - (i) May only be for losses or liabilities incurred as an Officer of AWCC;
 - (ii) Does not cover any loss or liability of an Officer seeking to be indemnified under this rule if that loss or liability arises from that person's wilful misconduct or fraud; and
 - (iii) Operates only to the extent that the loss or liability is not paid by insurance.

9.2 Insurance

- (a) In accordance with the Constitution, to the extent permitted by law, AWCC may take out and pay for insurance for the benefit of its Officers (both current and past) against any liability incurred by the person as an Officer of AWCC including, but not limited to, a liability for negligence or for legal costs.

10. Conflicts of Interest

10.1 Conflicts of Interest

- (a) Upon accepting a role as Director of AWCC, that Director agrees to the following:
 - (i) disclose all potential and perceived conflicts of interest to the board as soon as possible.
 - (ii) comply with the Constitutional and by-law requirements pertaining to a conflict of interest.
 - (iii) a director will not hold a position of senior membership as either Director, or elected member representative for any other industry association during the course of the directorship with AWCC.
- (b) Should any conflict of interest be identified by either the director, or brought to the attention of the board by a member, and it be established that in accordance with this charter, the constitution and by-laws of AWCC, the director must resign immediately OR demonstrate proof of resignation of the position from the other association.

11. Review of Board Charter, By-Laws and Constitution

11.1 Review of Board Charter, By Laws and Constitution

- (a) The Board charter in any major event and no less than every two years must review the board charter and make changes it determines to be necessary and desirable.
- (b) All past and current versions of the Board Charter, By-Laws and Constitution are to be made available to all members of AWCC.

12. Dictionary

- (a) **AWCC** means The Australian Workforce Compliance Council;
- (b) **Board** means the board of directors;
- (c) **President** means the person appointed to the position of Char of the Board of Directors;
- (d) **Constitution** means the Constitution of AWCC;
- (e) **Officer** has the meaning given in section 9 of the Corporations Act;
- (f) **Corporations Act** means the Corporations Act 2001 (Cth);
- (g) **Secretary** means a person appointed to the position of Secretary of AWCC;
- (h) **Treasurer** means a person appointed to the position of Treasurer of AWCC;
- (i) **Chair** means a Director appointed to the head of a Director Committee.

Annexure A President Position Description

Role of the President

- (a) The Presidents role is key to AWCC and is considered the overall leader of AWCC. The President uses their skills, leadership and expertise to facilitate the governance processes of AWCC.
- (b) The President is responsible for ensuring that the Board complies with its duties as per the Constitution.
- (c) The President works closely with the Managing Director with regard to strategic development and operational requirements of AWCC.
- (d) The President acts as the leader of Board meetings and ensures that consensus is achieved in all aspects of board Governance including any points of discussion.

Appointment

- (a) The Board appoints the President as required from among the Directors.
- (b) The President can hold office as long as deemed by the Board. However, the Board will review the position of President every two years and discuss with their President and Board the need to nominate a new President from among the Directors, or should the President desire to stay on as President.
- (c) The President will not stay on for a period of greater than six years.
- (d) The President must satisfy all requirements of a Director in accordance with this Charter and the Constitution, including their career and full time professional role from either of the following professions:
 - (i) Payroll,
 - (ii) Industrial Relations,
 - (iii) Workforce Compliance related Technical development.
- (e) The President may not hold multiple Director positions such as the Chair of either the Practitioner, Technology or Corporate advisory Committees.

Duties

- (a) Ensure the board operates efficiently and effectively, ensuring inclusivity of all opinions from Directors.
- (b) Provides guidance to Directors on expectations.
- (c) Works closely with the Managing Director regarding AWCC Strategy and ensures collaboration between sub committees regarding sub strategies including the Technology, Practitioner and Corporate Committees.
- (d) Sets the tone and ethical standard for Board culture.
- (e) Monitors that all directors behave in accordance with AWCCs Code of Conduct and takes appropriate action with the Managing Director in cases of non-compliance.
- (f) Approves the Corporate Strategy on behalf of AWCCs members and Directors.
- (g) Ensures all new directors undergo an appropriate induction program.

Ensuring Effective Board Meetings

- (a) With the Managing Director, establish annual Board calendar for no less than six board meetings per financial year.
- (b) Establish a standing agenda with the Managing Director, Secretary and Treasurer.
- (c) Ensure all Board papers are prepared on all matters with the Managing Director for Board meetings and circulated in advance.
- (d) Chair all board meetings: in the absence of the Chair, a Deputy President is to Chair the meeting and, in their absence, and ensuring a quorum is achievable, a nominated Director will Chair the meeting.
- (e) Decide on any question of procedure or related matter not provided for in the Constitution or By-Laws.
- (f) Can be an ex officio member of all committees.
- (g) With the Managing Director, ensure Board decisions are properly implemented.

Member engagement

- (a) The President will Chair Annual General Meetings (AGM) and any special member meetings.
- (b) Together with the Managing Director, the President will be the spokesperson for AWCCs AGMs.
- (c) The President will be the spokespersons for reporting including governance and performance management including budget figures.
- (d) While the Managing Director and CEO is the primary point of contact for operational matters, the Managing Director and CEO may call the President to use their contacts to assist the AWCC in dealings with the general public, Government including regulators and key industry stakeholders.

Delegations

- (a) The President is the first among equals on the Board and as such, has no additional power or authority above that of any other director. The exception to this rule are the following delegations:
 - (i) the Board delegates to the President the right to make any reasonable interpretation of the Board's words, intentions and dealings with staff, members, suppliers and stakeholders; and
 - (ii) the Board delegates the approval of the Managing Director and CEOs leave and any travel authorisations or related expenditure for AWCCs purposes.

Annexure B Deputy President Position Description

Role of the Deputy President

- (a) The Deputy President (which AWCC has two of) is a supportive role to the President.
- (b) The Deputy Presidents primary functions are:
 - (i) provide support to the President and act in the President's stead during their absence or unable to act.
 - (ii) the Deputy President may also act as a sounding board for any Directors wishing to discuss any aspect of their role before formally approaching the President.
 - (iii) the Deputy President is expected to display personal integrity at all times.

Appointment

- (a) The Board appoints the Deputy President as required from among the Directors.
- (b) A Deputy President can hold office for a period of three years. However, the Board will review the position of Deputy President every two years and discuss with their Deputy President and Board the need to nominate a new Deputy President from among the Directors, or should the Deputy President desire to stay on as President.
- (c) A Deputy President will not stay on for a period of greater than six years.
- (d) The Managing Director and CEO must satisfy all requirements of a Director in accordance with this Charter and the Constitution, including their career and full time professional role from either of the following professions:
 - (i) Payroll,
 - (ii) Industrial Relations,
 - (iii) Workforce Compliance related technical development.
- (e) The MD and CEO may hold multiple Director positions such as the Chair of either the Practitioner, Technology or Corporate advisory Committees, however this is to be in the capacity as an interim or short term capacity until such time as the board agrees to appoint a suitable replacement for the Committee.

Duties

- (a) Assist the President with their duties to ensure organisational objectives are met.
- (b) Be equipped in the absence of the President, or when the President is unable to act, to assume the roles and responsibilities of the President.
- (c) Standing in as Chair during a meeting if a conflict arises with the current Chair of a Committee, or President.
- (d) Assisting the President in mentoring directors.
- (e) Undertaking representational activities on behalf of AWCC at the request of the President or Managing Director.

Delegations

- (a) The Deputy President has no additional powers or authority above that of any other Director.
- (b) The exception to this rule is during the period which the Deputy President assumes the roles and responsibilities of the President.

Annexure C Managing Director and Chief Executive Officer Position Description

Role of the Managing Director and Chief Executive Officer

- (c) The MD and CEO's role is key to AWCC and is considered the operational leader of and second only to the President with regard to the board AWCC. The MD and CEO plays a crucial role using their skills, leadership and expertise to promote the interests of AWCC.
- (d) The MD and CEO is responsible for ensuring operations comply with its duties as per the Constitution.
- (e) The MD and CEO works closely with the President and Directors in charge of Advisory Committees, with regard to strategic development and operational requirements of AWCC.
- (f) The MD and CEO provides operational and strategic input to Board meetings and is overall, responsible for ensuring all operational compliance including reporting.

Appointment

- (g) The Board appoints the MD and CEO as an employee and the only full-time employee that holds a Director position.
- (h) There is no given end date to the employment of the MD and CEO.
- (i) A Deputy President will not stay on for a period of greater than six years.
- (j) Both Deputy Presidents must satisfy all requirements of a Director in accordance with this Charter and the Constitution, including their career and full time professional role from either of the following professions:
 - (iv) Payroll,
 - (v) Industrial Relations,
 - (vi) Workforce Compliance related technical development.
- (k) A Deputy President may not hold multiple Director positions such as the Chair of either the Practitioner, Technology or Corporate advisory Committees.

Duties

- (l) Assist the President to ensure the board operates efficiently and effectively, ensuring inclusivity of all opinions from Directors.
- (m) Provides guidance to Directors on matters of strategy and operations.
- (n) Work closely with the President regarding AWCC Strategy and ensures collaboration between sub committees regarding sub strategies including the Technology, Practitioner and Corporate Committees.
- (o) Sets the tone and ethical standard for Board culture and all employees of AWCC.
- (p) Monitors that all directors and employees behave in accordance with AWCCs Code of Conduct and takes appropriate action with the Managing Director in cases of non-compliance.

- (q) Drafts with the President the Corporate Strategy on behalf of AWCCs members and Directors.
- (r) Ensures all new directors and members undergo an appropriate induction program.

Stakeholder and Member engagement

- (s) The MD and CEO will be the primary point of contact for all matters pertaining to AWCC.
- (t) The MD and CEO may liaise and call upon committee members and Directors to assist in dealings with the general public, customers, suppliers, employees, Governments and regulatory authorities and other key industry stakeholders.
- (u) The MD and CEO will work closely with the spokesperson (President) to ensure reporting including governance and performance management including budget figures are managed and prepared accordingly.

Delegations

- (v) With the input of the board, and oversight of the Secretary and Treasurer as applicable, the MD and CEO holds the following delegations:
 - (i) budgetary expenditure;
 - (ii) employment and termination of employment of employees; and
 - (iii) other matters that may arise with regard to employment of services.

Annexure D Chair Technology Advisory Committee Position Description

Role of the Chair Technology Advisory Committee

- (a) The Chair of the Technology Advisory Committee (TAC) primary functions are:
 - (i) Manage the Technology Advisory Committee, including acting as its primary point of contact for all external stakeholders, and
 - (ii) TAC strategic planning and governance.

Appointment

- (a) The Board appoints the Chair of the TAC as required from among the Directors.
- (b) The Chair of the TAC can hold office for a period of three years. However, the Board will review the position of the Chair of TAC every two years and discuss with their Deputy President and Board the need to nominate a new Chair TAC from among the Directors, or should the Chair TAC desire to stay on in that role.
- (c) The Chair TAC will not stay on in that role for a period of greater than six years.
- (d) The Chair TAC must satisfy all requirements of a Director in accordance with this Charter and the Constitution, including their career and full time professional role from either of the following professions:
 - (iii) Payroll,
 - (iv) Industrial Relations,
 - (v) Workforce Compliance related technical development.
- (e) The Chair TAC may not hold multiple Director positions such as the Chair of either the Practitioner, Technology or Corporate advisory Committees.

Duties

- (a) Report to the Board on all operational including budgetary activity of the TAC
- (b) With the Managing Director, develop the TACs strategic plan.
- (c) Assisting the President in mentoring directors and TAC committee members.
- (d) Undertaking representational activities on behalf of AWCC at the request of the President or Managing Director and as required in the role of Chair TAC.
- (e) Facilitate meetings of the TAC, and ensure secretariate requirements are met. The frequency of these meetings is at the discretion of the Chair

Delegations

- (a) The Chair TAC has no additional powers or authority above that of any other Director.
- (b) The exception to this rule is as follows:
 - (i) Budgetary management of the TAC, including membership financial reviews and determinations of the Digital Service Provider member offering.
 - (ii) Final say on all TAC Strategic and Operational decisions and recommendations for Board Consideration.
 - (iii) Operational expenditure of the TAC within approved board budgetary guidelines.

