Regional Disability Advocacy Service
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Advisory Committee Member Terms of Reference

PURPOSE

The Board of Regional Disability Advocacy Service (RDAS) has established several committees to enhance decision making outcomes, through greater utilisation of subject matter expertise on topics before they are tabled for consideration and/ or approval by Directors at RDAS Board meetings.

STANDING COMMITTEES

The following committees are in place at RDAS:

- Finance & Audit committee
- Risk & Governance committee
- Culture & Wellbeing committee

COMMITTEE COMPOSITION

RDAS Committees consist of current Board Directors but may also include employees and external Advisory Committee members at the discretion of the Board, based upon current board skills and any identified deficiencies.

Committees must have a nominated Chair who is a current RDAS Director.

ADVISORY COMMITTEE MEMBERS APPOINTMENT

Advisory committee members will be restricted to serving on committees for periods of 12 months, with any new (or reappointed) advisory committee members to be confirmed at the first meeting after each Annual General Meeting (AGM).

Applications will be requested annually prior to each AGM for any available advisory committee member roles. This process will specifically outline the skills and experiences being sought to complement each committee.

At the first meeting after each AGM, RDAS Board Directors will review applications and decide on accepting or declining any advisory committee member applications.

The Company Secretary will be responsible for communicating the outcome of this process to applicants.

CASUAL VACANCIES

Where a vacancy exists or arises, the RDAS Board may appoint an Advisory Committee member at its discretion.

AUTHORITY

Advisory committee members, like that of committees themselves have no formal authority. Minutes of each committee will be provided to the RDAS Board as part Board meeting papers. They are an item on the Agenda of Board meetings and are presented for noting and where relevant, considering recommendations of the relevant committee.

REMUNERATION

Advisory committee members are volunteers and will not be remunerated for their time.

MEETINGS

Committees can meet 3-4 times per year, with meetings to be held via a combination of in person and online to ensure accessibility.

CONFIDENTIALITY

Advisory committee members must maintain confidentiality of any sensitive information that they become aware of via their participation and will be required to sign a Confidentiality Agreement. Advisory committee members must also respect the privacy of other committee members.