

STATE MEMBERS' ADVISORY COMMITTEE TERMS OF REFERENCE

Endorsed by Board: 8 August 2017

Review Date: August 2018

1. PREAMBLE

Leading Age Services Australia Limited (LASA) and its Controlled Entities (**Company** and/or **Group**) is governed by a Board of Directors (**Board**). LASA understands the importance of industry representation for the age services industry. We understand that our Members, as service providers, are deeply influenced by the way in which the industry is governed, funded, and regulated. It is critical that the industry is well positioned to present itself to policy makers and key decision makers in a way that is influential and well thought through.

To achieve this outcome and to assist it in its work, the Board has established State level Members' Advisory Committees. These State Members Advisory Committees will have the naming convention of State-MAC (eg: NSW-MAC)

Each State-MAC will provide advice to the Board on how Member advocacy can be enhanced, and how to improve, expand and evaluate LASA's Member products, services and activities. The State-MACs are the formal mechanism for Member feedback to the Board on issues of importance including: policy issues/positions; Member Services; Member issues arising, and other relevant matters.

2. OBJECTIVES

The prime objectives of the State Members' Advisory Committees include:

- To provide a formal channel for Members to bring to the attention of the Board issues of importance to Members and/or emerging strategic, policy or operational challenges and opportunities,
- To act as a point of reference to ensure that LASA's key activities (Member services and advocacy activities) are reflective of, and responsive to, the needs of Members, and
- Undertake relevant activities as determined by the Committee and/or the Board.

3. MEMBERSHIP

Each State-MAC will consist of:

- Up to 11 Members representing the span of membership interests in the State.
- The State representative LASA Ltd Board Director
- A Chair and Deputy Chair, appointed by the State MAC from its Members.

The membership of the State-MAC is reviewed annually to ensure consistency and representation of LASA Members in the relevant State.

The State-MAC will be established with members appointed through an expression of interest (EOI) process seeking experience and expertise aligned with the objectives of the Committee.

Subsequent appointments to the State MAC will be managed by the State MAC's own selection and appointment process, which must be reflective of the Membership within the relevant State. The State MAC also determines the term of Committee Member appointments.

The Secretariat of the Committee will be provided by the relevant LASA State Office.

4. ATTENDANCE

A standing invitation will be issued to the LASA State Manager to attend every meeting of the Committee.

The Chair of the State-MAC may also invite others to be in attendance as required and not necessarily for the full duration of the meeting.

Other internal and external attendees may be invited to attend as required by the Committee.

5. MEETINGS

The State-MAC shall meet formally up to six (6) times per year and the schedule of meetings will be agreed in advance. Additional meetings may also be convened as required or requested by State-MAC Chair

State-MAC meetings are to be conducted in a format agreed by the members. Participation in State-MAC meetings is at the members' expense.

In the absence of the Chair, the Deputy Chair of the State-MAC shall chair the meeting. In the absence of both the Chair and Deputy Chair the members can select a member as Chair for that meeting.

The agenda and any supporting papers should be delivered to the State-MAC members one week in advance of each meeting. The supporting papers for each agenda item are to be relevant, clear, complete and concise.

A record of all meetings shall be kept and confirmed. The Minutes are not a verbatim recording of the meeting but should accurately record the issues discussed and any recommendations to be made to the LASA Ltd Board.

The Minutes are to be circulated to State-MAC members within one week of the meeting. The Minutes are not provided to the Board.

The State-MAC Chair/State Manager will provide to the LASA CEO a summary report based on the outputs of each State-MAC meeting, including items for Board consideration. This report will inform LASA operations and be incorporated into LASA Ltd Board Papers for reporting and discussion as a standing agenda item at each meeting of the LASA Ltd Board of Directors.

The appropriate Representative Director from each State may give a verbal report on the outcomes of the State MAC during discussion at each Board of Directors meeting.

A Board report to State MACs will be issued (via the State Managers) within three weeks of the LASA Board Meeting.

6. RESPONSIBILITIES

The State-MAC will work with LASA to ensure the LASA's state operations are meeting the needs of its Members efficiently and effectively. The State-MAC will also provide a sounding board for ideas and initiatives under consideration. The State-MAC will also assist in determining LASA's performance in delivering on key commitments to Members.

These being:

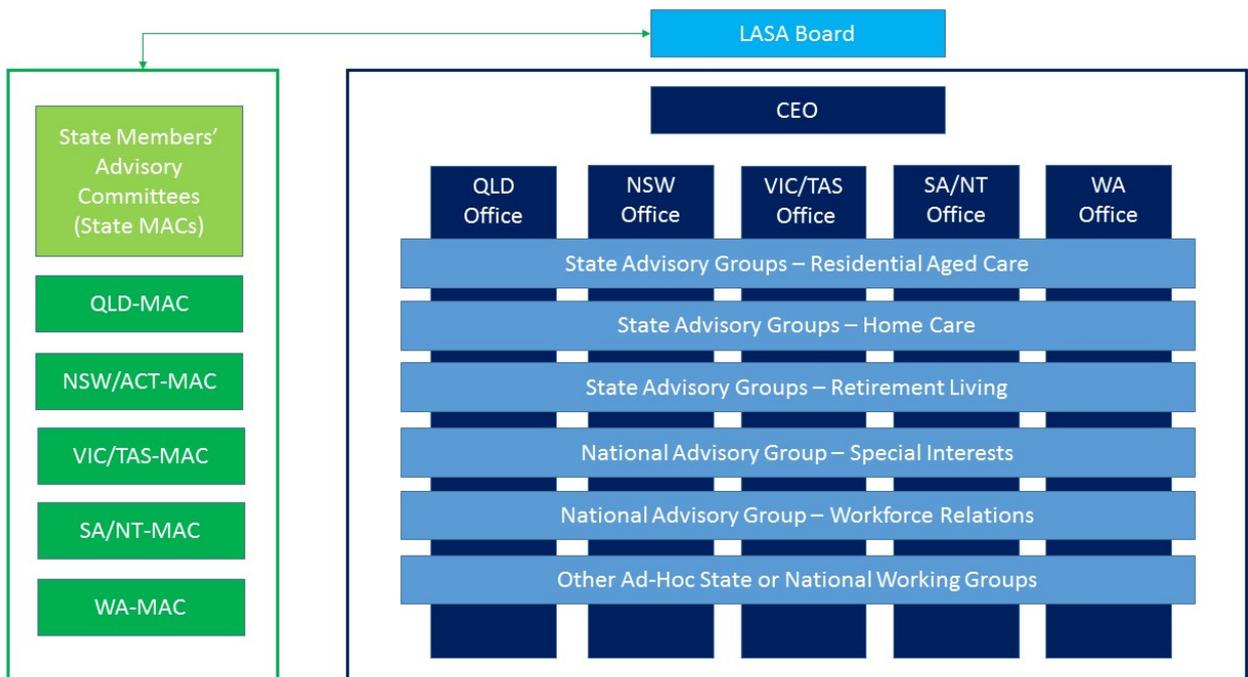
- i. Ensuring a stronger and more influential voice on issues of importance to our members
- ii. Improving access for Members to valuable information, services and support, and
- iii. Ensuring better value for money by meeting the needs of Members efficiently and effectively
- iv. Effective communication across and between the various governance and policy advisory groups which involve Members.
- v. Providing advice to the LASA State office on issues of relevance to Members, operational guidance and support for activities conducted for Members, and
- vi. Addressing any other matters as required

7. STATE-MAC RELATIONSHIPS WITH LASA OPERATIONS

Historically LASA has convened a range of advisory groups, committees, working groups, etc, as well as having formally constituted Boards at the state and national levels.

For clarity, State-MACs purely serve as advisory committees and should not be considered Board committees. That is, the remit of State-MACs is to consider strategic and operational issues at the State level that they believe warrants LASA Ltd Board visibility and/or consideration.

The relationship between State MACs and other LASA groups is represented in the diagram below.



8. AMENDMENTS TO THE TOR

The State-MAC will review this TOR annually or at any other time as determined by the LASA Ltd Board. Any amendments to the TOR must be endorsed by the LASA Ltd Board.

9. CONFIDENTIAL INFORMATION

Members may participate in Departmental Committees or Working Groups that require non-disclosure agreements to be signed as a condition of participation. State-MAC members will respect the obligations of their colleagues who enter into such agreements with the Department.