



Australian
Institute of
Management
QLD & NT

ymab

Young Manager **Advisory Board**

Terms of Reference

www.aimqld.com.au/ymab

1. Purpose

YMAB members will provide advice and counsel to the AIM Board on issues that relate to the development of young managers.

YMAB will engage with and enhance the lives of young managers and encourage them to voice their opinion on the profession and challenges of management. It will identify and implement a variety of management initiatives for young managers that will benefit AIM and grow membership in the young member demographic.

2. Advisory role

YMAB members role is to:

- Advise on the planning and development of services and programs for young managers
- Advise on how the views of young managers can be canvassed and conveyed to AIM
- Advise on matters relating to policy and strategic development
- Act as an advocate and provide expertise to AIM on issues relevant to young managers
- Provide recommendations to AIM on issues affecting young managers
- Raise awareness of and address issues of concern to young managers
- Foster enhanced working relationships between young managers and AIM members
- Advise and implement membership growth strategies and review of membership benefits

3. Responsibilities

YMAB members will:

- Proactively develop their managerial and leadership skills by active participation in a standing committee of a peak organisation
- Advise on services and programs for young managers
- Canvass the views of young managers and convey those views to AIM
- Contribute to policy and strategic development as it relates to young managers
- Provide insight into issues that particularly affect young managers
- Foster relationships between young managers and AIM members
- Analyse and develop a membership value proposition as it relates to young members
- Implement membership growth strategies and review of membership benefits
- Advise on how to listen to and communicate with young managers

YMAB members are required to:

- Commit to the purposes of the YMAB as articulated in its Terms of Reference
- Attend scheduled meetings of the Advisory Board
- Attend training and project meetings as required from time to time
- Develop and work on special projects that develop and support the growth of young managers and enhance and increase the membership of AIM
- Attend any other meetings scheduled by the AIM Board that may occur
- Promote AIM membership and product information to their networks
- Bring young manager related issues and opportunities to the attention of AIM

4. Membership

YMAB will be made up of young AIM members aged between 18 and 30 years of age who meet the selection criteria set by AIM. The YMAB will include up to 9 members with at least two members from regional Queensland and/or Northern Territory.

4.1 Selection Criteria and Eligibility

Young managers will be selected to sit on the Advisory Board based on the following criteria:

- Be an active fee paying member of the Australian Institute of Management - Qld & NT
- Be aged between 18 and 30 years
- Be committed to the values and principles of AIM
- Demonstrate the ability to work with other young managers and work in a team
- Be proactive in the development of management practices as a professional
- Be available and committed to attending scheduled meetings
- Demonstrate the ability to work with the Terms of Reference

4.2 Chair/Co-Chairs/Deputy Chair

The inaugural Chair and Deputy Chair of YMAB will be determined by a selection panel established by the Board of AIM. Subsequent Chairs and Deputy Chairs will be nominated by members of YMAB on an annual basis at the start of each calendar year and approved by the Chair of AIM. The Chair and Deputy Chair will hold their position for a maximum of twelve months.

A role description for the Chair/Deputy Chair is included in Appendix A. In the absence of the Chair, the Deputy Chair will run the meeting.

5. Operation

AIM Executive Officers will oversee the administration of YMAB. Officers will provide resources to take meeting minutes, compile the agenda in collaboration with the Chair and provide general administrative and advisory support.

5.1 Register of Interests and Conflict Resolution

Should conflict occur, the YMAB Chair will work with the CEO to resolve the conflict in the first instance. If the issue is unable to be resolved, it will be referred to the Chair of the AIM Board.

A register of interest log will be maintained by the AIM staff member deployed to support the YMAB.

5.2 Frequency of meetings

YMAB will meet at least four and up to six times per year. At least two of these meetings must be held outside metropolitan Brisbane.

5.3 Quorum

Half of the current number of members, not including vacancies, constitutes a quorum.

5.4 Attendance and removal

If a YMAB member misses more than three consecutive meetings without a formal leave of absence, their position on the YMAB will be forfeited.

Where the behaviour of a YMAB member is seen as detrimental to the effective operation and community perception of the YMAB, the YMAB member will be asked to attend a meeting with CEO of AIM to discuss and resolve the matter in the first instance. Thereafter, the matter will be referred to the Chair of the AIM Board.

6. Term of appointment

The standard term of appointment will be two years with the option for additional one year tenure and a maximum tenure of three years in total. This mirrors the three year term in place on the AIM Board.

The term of appointment can be less than two years if a member:

- Resigns
- Misses three consecutive meetings without leave of absence, or
- Is removed

If a YMAB member resigns during the year, AIM will recruit through its membership base or an external agency, to attract a new member for the position as part of a recruitment drive.

7. Authority

YMAB is to function in an advisory capacity only and does not hold any authority over the activities or governance of AIM. YMAB does not operate under its own constitution and is bound by the policies and procedures of AIM Qld & NT. The Board of AIM Qld & NT has the authority to dissolve the YMAB.

8. Non-exclusivity

YMAB is one mechanism for AIM to obtain input from young managers throughout the membership base. This advisory board does not remove or reduce AIM's responsibilities to obtain input from other young managers across the State and Territory through other mechanisms.

9. Reporting

YMAB will keep minutes of each meeting and maintain an up to date record of all financial and budget related expenditure in the running of YMAB and any activities it facilitates. These documents are to be overseen by the CEO and CFO of AIM.

A written report of each meeting will be provided to the CEO for inclusion in the papers of AIM Board meetings immediately following each YMAB meeting.

A formal presentation will be made by the Chair of YMAB to the AIM Board in the third quarter of each year. This presentation will outline work undertaken, attendance and number of meetings held, the advisory board's achievements and any issues or initiatives it wishes AIM to consider further.

10. Payment

Members will not be paid for their involvement. Members will be reimbursed for approved out of pocket expenses including travel related expenses to attend AIM Board meetings where such meetings are held outside of the city or town in which they reside. Each member must provide receipts for approval before any reimbursement can occur. Members should seek advice from an AIM staff member on whether a specific expense is able to be reimbursed before the expense is incurred.

11. Review

The Terms of Reference will be reviewed annually. All changes to the Terms of Reference will be subject to the approval of the AIM Board.

Appendix A

Role descriptions for YMAB Chair, Deputy Chair, Members, and AIM Executive Team Member

The Chair will:

- Encourage open communication where all members can contribute to conversations
- Ensure all individuals or sub-groups are heard and that no person or issues dominate the meeting
- Work with AIM appointed officers to compile a meeting Agenda
- Oversee the development, completion and implementation of the group's annual work program
- Be the spokesperson for the YMAB and represent the views and recommendations of the group as required, including presentations to the AIM Board and other groups as required

Role and responsibilities of the Deputy Chair:

- To support the Chair in their role
- To act in place of the Chair should the Chair be unavailable or have a conflict of interest

YMAB members will:

- Provide advice on issues linked to the development and implementation of the YMAB and AIM's policies, projects, planning and service delivery
- Actively participate in YMAB meetings
- Attend training and project meetings known in advance
- Work on approved projects as required
- Be available to attend any other training/meetings known in advance
- Promote YMAB as appropriate to their personal networks
- Identify young manager issues and opportunities for consideration
- Assist the AIM Board to canvass young managers views

The AIM Executive member appointed to support YMAB will:

- Be responsible for allocating administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group
- Work with the Chair/Deputy Chair to set a meeting agenda
- Work across AIM business units to ensure young managers are considered in the development and implementation of policy, strategy, planning and service delivery
- Enable other business units to develop effective working and consultation relationships and practices with young managers and AIM