

# Committee Charter



Australian Association of Graduate Employers Limited

(ACN 003 547 680)

# Committee Charter

## Australian Association of Graduate Employers Ltd

**Policy Name:** Committee Charter

**Policy Description:**

This is the charter of the member committee of the Australian Association of Graduate Employers (AAGE).

This Charter has been developed and approved by the Board of the AAGE to outline the manner in which the AAGE committee operates.

The purpose of this Committee Charter is to:

- Document the responsibilities the board has decided upon for the committee to meet its legal and other responsibilities.
- Serve as a tool for board members, senior management and committee, to clarify roles and expectations.
- Provides guidance and comfort to members that the board has implemented robust governance processes.
- Serve as an induction tool for new committee members.

**Applies to:**

Who needs to read, understand and follow

**Definitions**

AAGE	Australian Association of Graduate Employers
Board	The Board of Directors of the Company
CEO	Chief Executive Officer
Committee	All those persons comprising the Committee of the Company, including Members of the Board of Directors.
Company	The Australian Association of Graduate Employers

**Relevant policy statements and/or principles**

- The primary role of the committee is to provide support and industry insight to the AAGE Board and AAGE management team to assist the further development of the AAGE and support of stakeholders including full members, associate members, AAGE staff, committee, suppliers, professional associations and universities.
- To be eligible to participate on the AAGE committee you must be an employee of an AAGE Full member (i.e., you must be an employee of an employer organisation)
- The committee shall comprise of no more than ten committee members who represent AAGE full member employers only. The committee will include a selection of members across a diverse range of industries, disciplines and geographic locations.

Review date: 1 December 2024

## Procedure:

As a Committee Member you would be expected to actively participate in the following:

- Attend monthly AAGE Committee meetings via teleconference\*
- Attend AAGE Annual Conference and help with the delivery of the event e.g., by being an MC; by presenting an Award; by presenting a workshop sessions etc.
- Provide input into the design of the AAGE Conference program
- Participate in AAGE surveys
- Attend and or/host scheduled AAGE events (e.g., providing venue, presenting or MC-ing).
- Advocate, endorse and promote the activities of the AAGE.
- Help recruit new members
- Provide assistance, information and guidance in response to enquiries from AAGE staff and stakeholders including full members, associate members, AAGE staff, committee, suppliers, professional associations and universities.
- Be involved on a sub-committee or a major project during the year.
- Bring fresh, creative ideas to the table and provide input on all issues raised by the Committee.
- Work towards further developing the AAGE and its mission to improve graduate outcomes through networking.

\*The committee shall meet as often as deemed necessary by the board in order to fulfil their commitment as committee members as dictated by the needs of the AAGE. It is expected that under normal circumstances the committee will meet at least once each month for approximately 1 hours.

## Committee Nomination

Any AAGE full member employee who wishes to nominate for a position on the AAGE committee may do so at the Annual General Meeting or at any other time via nomination for sent to [info@aage.com.au](mailto:info@aage.com.au). Nominations must be made using the AAGE Committee Nomination Form.

Once the nomination form has been received by the board, the nominee can expect acknowledgement of their nomination within 7 working days. The nomination will then be discussed at the next possible board meeting and a response provided within 7 working days of this meeting.

## Committee Appointment

The board will be responsible for the appointment of committee members based on the needs of the committee. All appointed committee members must sign and adhere to the principles outlined in the AAGE Committee Nomination Form (appendix 1). This nomination form also serves as an agreement to the responsibilities of a committee member.