

# **National Portfolio Subcommittees Policy**

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## **1. Scope**

1.1. This policy applies to:

- 1.1.1. AALA Executive and Branch Committee Members and ordinary Members; and
- 1.1.2. how AALA provides services to its Members and how it interacts with other members of the public.

## **2. Aims**

- 2.1. AALA is committed to providing a cohesive professional network to advocate for, and provide support to, its Members and to benefit from shared learning and experience.
- 2.2. AALA is dedicated to pursuing its purposes in the most effective and efficient way possible, taking into account its human, financial and technological resources.
- 2.3. The AALA Executive Committee wishes to exercise its power of delegation under cl 53 of the AALA Constitution to administer National Portfolio Subcommittees to pursue its purposes in the manner identified in cl 2.2 of this Policy.

## **3. National Portfolio Subcommittees**

3.1. The AALA Executive Committee confirms the establishment of the following National Portfolio Subcommittees (in alphabetical order):

- 3.1.1. Branch Formation Portfolio Subcommittee;
- 3.1.2. Marketing and Social Media Portfolio Subcommittee;
- 3.1.3. Membership (Recruitment and Retention) Portfolio Subcommittee;
- 3.1.4. Mentoring Program Portfolio Subcommittee;
- 3.1.5. National Digital Events Series Portfolio Subcommittee;
- 3.1.6. National Summit Portfolio Subcommittee;
- 3.1.7. Partnerships and Sponsorship Portfolio Subcommittee;
- 3.1.8. Secretariat and Governance Subcommittee;
- 3.1.9. Steering, Advocacy, Policy and News Media Portfolio Subcommittee;
- 3.1.10. Student Engagement Portfolio Subcommittee; and
- 3.1.11. William Ah Ket Scholarship Subcommittee.

3.2. The AALA Executive Committee may by Ordinary Resolution:

- 3.2.1. vary the name or composition of any National Portfolio Subcommittee;
  - 3.2.2. add or remove any National Portfolio Subcommittee; or
  - 3.2.3. deal with the National Portfolio Subcommittees in any way it considers appropriate.
- 3.3. Each of the National Portfolio Subcommittees must:
- 3.3.1. be convened by a member of the AALA Executive Committee or co-convened by at least one member of the AALA Executive Committee;
  - 3.3.2. comprise of at least three persons;
  - 3.3.3. set out its terms of reference (including its Key Goals, Key Projects, and Key Timeframes) in the National Portfolios Mastersheet;
  - 3.3.4. meet at least every two months or as necessary; and
  - 3.3.5. report on its activities before or during each AALA Executive Committee meeting.
- 3.4. Each of the National Portfolio Subcommittees may:
- 3.4.1. include an ordinary Member or ordinary Members; and
  - 3.4.2. appoint a secretary to assist the convenor or co-convenor with the administration of the National Portfolio Subcommittee.
- 3.5. Each AALA Executive Committee member is expected to join and contribute actively to at least one National Portfolio Subcommittee.
- 3.6. The AALA National Disciplinary Subcommittee is dealt with separately under the AALA National Anti-Discrimination, Bullying and Harassment Policy, the AALA National Sexual Harassment Policy, and the AALA Constitution and is not a National Portfolio Subcommittee for the purpose of this Policy.

#### **4. Other relevant AALA policies**

- 4.1. Members are encouraged to read this policy in conjunction with other relevant AALA policies.

#### **5. More information**

- 5.1. If you have a query about this policy or need more information, please contact the AALA National Secretary.

#### **6. Review details**

- 6.1. This policy was adopted by AALA on 24 August 2021.
- 6.2. This policy was last updated on 24 August 2021.