

**ACT CHAPTER
HERITAGE COMMITTEE
TERMS OF REFERENCE**



Last updated: 9 JUNE 2016

OBJECTIVES

As a Committee of Chapter Council, the Heritage Committee acts on behalf of the ACT Chapter President and Chapter Council and operates under the Council's aims, objectives and terms of reference. Working in accordance with the Institute's policies and strategic direction, the objectives of the Australian Institute of Architects ACT Chapter Heritage Committee are to:

- Promote awareness of cultural heritage and conservation
- Encourage design solutions compatible with conservation principles
- Advise the chapter of any issue affecting ACT architectural heritage

ACTIVITIES

The Committee's core activities include, but are not limited to:

1. Advise the Chapter on issues affecting ACT architectural heritage
2. Maintain and update the Chapter's Register of Significant Architecture
3. Undertake Heritage Grant projects as and when desired
4. Promote an awareness of ACT architectural heritage for members and the public
5. Promote the preservation of architectural collections

LINK TO STRATEGIC PLAN

TBA

OBLIGATIONS

The Committee acts to:

1. Implement the Institute's Heritage Policy
2. Identify issues arising from or relating to ACT architectural heritage
3. Provide guidance, support and assistance to ACT Chapter personnel on ACT architectural heritage

The Committee members are obligated to fulfil their roles, tasks and responsibilities in an accountable, professional and expedient manner.

It is the responsibility of the Committee to ensure that work referred to it is undertaken in a timely and constructive manner. This will mean Committee members taking on tasks themselves, or Committee members identifying external stakeholders to be asked to undertake tasks. Final responsibility for ensuring the completion of an identified desired outcome rests with the Committee itself, regardless of who has been tasked with actually doing the work.

The Committee is to act in accordance with the ACT Chapter Rules for Committees as approved by Chapter Council from time to time.

MEMBERSHIP

The committee will be comprised of an odd number of members as far as is possible.

Members will:

1. Be financial members of the Australian Institute of Architects ACT Chapter
2. Behave with discretion, objectivity and integrity at all times

The Committee composition will:

1. Reflect the make-up of the profession, with a balanced representation
2. Include members who practice on a day-to-day basis as architects and/or consultants
3. Include a Chapter Council representative
4. Include a Chairperson appointment by Chapter Council, or where delegated, from within the Committee by majority vote
5. Include from time to time, at the discretion of Chapter Council, co-opted persons (who might be non-members) with particular expertise in an advisory role

The Committee makeup and profile is to be endorsed by Chapter Council

Committee terms of appointment shall be for a term of two years with members retiring on a rotational basis. Any member may be re-appointed for a further term at the discretion of the Chapter Council. Members deemed to not be contributing may be asked by the Chair to stand down.

MEETINGS

1. The Committee shall generally meet monthly from February to November to discuss issues referred to it from Chapter Council, other Chapter Committees or individual members.
2. The Committee may agree to call additional meetings as it sees fit
3. A quorum of 50% is required for a meeting to proceed with the ability to make decisions

REPORTING

The Committee is to produce minutes of their meeting to be sent to Chapter staff, who will file these electronically on the Institutes IT system.

The Chair or minute taker is to circulate the agenda and minutes of previous meetings to Committee members prior to the next meeting.

The Committee is to report activity to the Chapter Council as required and to report to the membership via two enews items each year.