

Role

The Advocacy Advisory Committee (the Committee) is an advisory committee of Strata Community Association Victoria “SCA (Vic)”. The Committee recommends advocacy and policy initiatives to the SCA (Vic) Board that align with the SCA (Vic) Strategic Plan.

Purpose

Develop and recommend to the SCA (Vic) Board policy positions and advocacy activities that advance the industry and are in the best interests of members; make recommendations on responses to current and proposed legislation, government policy or decisions affecting the strata sector; and plan and progress reform relevant to the strata industry.

The Committee’s key roles include (but is not limited to)

- Prepare a strategic advocacy agenda annually for recommendation to the SCA (Vic) Board.
- Provide advice and prepare content on issue-related meetings to representatives attending meetings with government and other stakeholders.
- Assess if a response is required by SCA (Vic) in regard to public inquiries, media issues, grant opportunities, and any other relevant advocacy opportunities that arise and, if so, make recommendations to the SCA (Vic) Board to adopt (refer to Issues Management Process).
- Contribute to the development of all necessary supporting material for recommendations that are submitted to the SCA (Vic) Board. This includes summary content for responses/actions, project plan outlines and project resource and funding requirements.
- Draft or revise policy positions that are relevant to the strata industry and make recommendations for adoption to the SCA (Vic) Board.
- Review all policy positions of SCA (Vic) on an annual basis and make recommendation to the SCA (Vic) Board to adopt any necessary revisions.
- Actively contribute to responses (submissions, advocacy activities and grant applications etc) that have been approved by the SCA (Vic) Board.
- Identify relevant opportunities to develop stakeholder relationships.
- Keep abreast of relevant legislative requirements and changes where member education may be necessary and make recommendations on necessary actions.
- Develop best practice guidelines and other template resources that are required and make recommendation to the SCA (Vic) Board for adoption.
- Recommend improvements on an annual basis to help make committee function as smoothly and efficiently as possible.

Responsibilities of Committee Members

Committee members must:

- protect all confidential information from unauthorised access;
- declare any conflicts of interest;
- keep all material, correspondence and discussions of each SCA (Vic) Committee, subcommittee and working group confidential;
- be available for meetings and review email correspondence;
- prepare for meetings by familiarising with materials circulated in advance of each meeting;
- be prepared to participate in working groups created by the Committee on specific projects;
- attend at least 75% of all scheduled meetings; and
- not approach government or media directly with a personal response on correspondence made directly to SCA.

Composition and Tenure

- There will be a maximum of 10 committee members. Committees are permitted to appoint temporary members if required.
- The maximum number of Board members on the committee is not to exceed 50% of the total number of Board members.
- Members are appointed by the SCA (Vic) Board and are to be representative of the membership of SCA (Vic) and be competent to fulfil the role as described above. The SCA (Vic) Board has the right to refuse or remove any individual member.
- The Chair or Deputy Chair shall be a Board member to enable direct reporting to the Board.
- Over 50% of the total members of the advisory committee are required for a quorum at a meeting.
- Except in cases where a member resigns or is removed by the SCA (Vic) Board, members will remain on the Committee until the date of the next Annual General Meeting.

Code of Conduct

Members are expected to adhere to the SCA Code of Conduct as well as:

- listen, keep an open mind and be constructive;
- participate, ask questions and give feedback;
- ask for clarification should it be required;
- give everyone a chance to speak;
- have an opinion; a healthy debate is welcomed; and
- be prepared to carry out all majority decisions of the Board and promote those decisions to all stakeholders.

Meetings

- Meetings will be scheduled and convened by the SCA Secretariat.
- Meetings will be held a minimum of four times per year and as required and will proceed on the basis of a circulated agenda.
- The timing of meetings will be determined by the Convenor in consultation with committee members.
- Decisions of the committee will be made on a majority basis.
- Minutes of meetings will be provided to committee members within 7 business days of the meeting and will also be made available to the SCA (Vic) Board.
- One volunteer CPD point will be provided for each committee meeting until the maximum is reached.

Committee Member Recruitment, Resignation & Removal

Should a member no longer wish to participate in the Committee, they are requested to resign in writing to the SCA (Vic) office addressed to the Convenor of the Committee.

It is a majority decision of the Committee to decide if a vacancy on the Committee is to be filled at the next scheduled meeting.

Removal of a committee member is a decision that will be made solely by the SCA (Vic) Board.