

## Terms of Reference for Advocacy Advisory Committee

Section header	Draft update TOR
<b>Background and Purpose</b>	<p>The national advocacy plan is informed by:</p> <ul style="list-style-type: none"> <li>• Advocacy Forum and Advocacy Advisory committee</li> <li>• Subject matter expertise within the AVA team and external subject matter expertise</li> <li>• Long term multi-year projects</li> <li>• Resource availability</li> </ul> <p>A (National) Advocacy Advisory Committee – a skills-based committee of members provides advice to the VPA team on advocacy priorities (from issues sourced through the Advocacy Forum) that should be considered for incorporation into the annual advocacy plan.</p>
<b>Role</b>	<ul style="list-style-type: none"> <li>• Provides advice to the Veterinary and Public Affairs team on advocacy priorities to allow for design of annual advocacy plan.</li> <li>• Provides suggestions to the Veterinary and Public Affairs team around implementation.</li> <li>• On request by the Veterinary and Public Affairs team provides suggestions with triaging reactive advocacy issues</li> </ul>
<b>Scope of Work</b>	Summarises the AVA Voice on advocacy issues that are important to members to assist Veterinary and Public Affairs team
<b>Membership Appointment Process</b>	<p>It is made up of 9 members selected by the Board and includes a balance of geographic and policy expertise. Amongst its membership, it ideally includes:</p> <ul style="list-style-type: none"> <li>• Expertise in public relations &amp; campaigning (staff)</li> <li>• Expertise in legislative processes</li> <li>• Expertise in regulation across the following areas: <ul style="list-style-type: none"> <li>○ veterinary profession and veterinary education</li> <li>○ companion and recreational animal</li> <li>○ production animal</li> <li>○ animal welfare</li> </ul> </li> <li>• Demographic diversity (age, gender, career stage, employment status)</li> <li>• Board representative (Chair)</li> </ul> <p>During the first term of the committee 2022-2025 four members will not be eligible for reappointment to allow for rolling turnover of committee membership</p>
<b>Members</b>	<ul style="list-style-type: none"> <li>• 9 members <ul style="list-style-type: none"> <li>○ Chair ( Board Director or representative)</li> <li>○ Head of VPA ( ex officio)</li> <li>○ 7 members of diverse skill set and demographics</li> </ul> </li> </ul>

### The Australian Veterinary Association Ltd

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<b>AVA team support</b>	AVA team support will be provided by the National Manager of Advocacy, Mr Graham Pratt
<b>Meeting administration</b>	<ul style="list-style-type: none"> <li>• The AVA Board representative will chair all working group meetings and National Manager, Advocacy &amp; Campaigns will act as secretariat.</li> <li>• Action items will be used to track the AAC's activities and decisions.</li> <li>• Secretariat to send agenda and discussion papers to committee members 1 week before the meeting.</li> <li>• The agenda will allocate up 90 minutes for the meeting. Time allocated to each topic for discussion and decision will depending on the number of agenda items, however the number of items should be minimised to allow sufficient time to consider key issues. Ideally, there would be one 'deep dive' topic per meeting.</li> <li>• Committee notes, actions and decisions will be circulated by the secretariat within 2 weeks after the meeting.</li> </ul>
<b>Method of Communication</b>	<ul style="list-style-type: none"> <li>• Meetings will be virtual and 90 minutes in duration unless otherwise agreed by all committee members</li> <li>• Between meetings the preferred method of communication is the Teams site for document sharing and email for meeting notices</li> <li>• There should be minimal out of session discussion should be scheduled. This respects the limited time that members have and recognises the aim that the majority of substantive committee member input should occur during meetings.</li> </ul>
<b>Authority for decisions</b>	<p>The quorum for AAC meetings will be a simple majority of the Committee.</p> <p>While the AAC should strive for consensus, individual feedback may be considered by staff where this is not achieved.</p> <p>The AAC is not a decision-making body. The AAC provides advice and guidance that will be used to develop the proactive advocacy agenda and national advocacy plan that aligns with the strategic plan of the AVA. The AVA Board are the approvers of the agenda and plan.</p>
<b>Reporting and Accountability</b>	The AAC is a committee of the AVA Board and it reports to the Board through the chair.
<b>Term of Committee and Term of members</b>	Rolling committee with three-year terms (with potential of reappointment for up to two consecutive terms).
<b>Meeting Frequency and Attendance</b>	<p>The AAC will meet on a bimonthly basis with additional meetings as needed. Members of the AAC are expected to attend 80% of meetings and</p> <ul style="list-style-type: none"> <li>• Comply with the AVA Code conduct</li> <li>• Adhere to AVA policy and statement positions in any discussions with external stakeholders</li> <li>• Attend and participate in meetings, being prepared for meetings.</li> <li>• Be responsive to requests for feedback outside meeting times.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Declare conflicts of interest</li> <li>• Maintain the confidentiality of the working group’s discussions and private correspondence</li> <li>• Conduct themselves with civility.</li> </ul> <p>The AVA Board through the Chair reserves the right to ask a member to leave the committee if they are not participating as per the TOR</p>
<b>Values</b>	<p>Members of the committee are required to:</p> <ul style="list-style-type: none"> <li>• Comply with the AVA Code conduct.</li> <li>• Adhere to AVA policy and statement positions in any discussions with external stakeholders.</li> <li>• Attend and participate in meetings, being prepared for meetings.</li> <li>• Be responsive to requests for feedback outside meeting times.</li> <li>• Declare and manage conflicts of interests appropriately. This may mean absenting yourself for decisions/ votes.</li> <li>• Maintain the confidentiality of the committee’s discussions and private correspondence.</li> </ul> <p>Conduct themselves with civility towards other members and AVA team members.</p>
<b>Approval</b>	<p>The AVA Board is the approving authority of these Terms of Reference and they reserve the right to modify these TOR’s and membership of the committee at their discretion.</p>

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