



CCF SA Next Generation (Next Gen) Coordinating Committee TERMS OF REFERENCE

Mission Statement

The role of the Coordinating Committee is to devise and pursue strategies (on behalf of the broader membership of the Next Gen Committee) that encourage and foster the engagement and involvement of younger people who have or are contemplating a career in the civil contracting/ construction industry at any level. This can take many forms including producing electronic and hard copy publications, mentoring, and organising events, seminars, educational programs, networking and other activities designed to provide information or have a social orientation. The Committee is to have a positive and aspirational focus.

Membership

Membership of the Coordinating Committee will be drawn from CCF SA Contractor Members and CCF SA Associate Members. There will be a maximum of 10 (ten) Coordinating Committee members.

Attendance

All Committee members are expected to attend the majority of meetings. If a Committee member is absent for two consecutive meetings without first notifying the chair of their absence, or if a Committee member is absent for three consecutive meetings having notified the chair of their absence no later than 24 hours' prior, that committee member is in breach of their obligations and is liable to be removed from the committee. The Chairperson will discuss the circumstances with the committee member. If no resolution can be made, the Committee member will stand down from their position.

When any person has resigned from the Committee, the Committee will promptly initiate a process to recruit a new Committee member. The person whose Committee membership has ended shall retain the right to volunteer again during future recruitment for Committee member/s.

Prolonged absences due to extenuating circumstances can be discussed with the Chairperson and suitable arrangements negotiated to suit. Where meetings are set at the most suitable time for the majority of Committee members, those who give notice at the time of responding to the meeting date request will not be penalised.

Meetings

- Generally, the Coordinating Committee will meet every four to six weeks.
- The Coordinating Committee Chairperson will convene and chair the meetings.
- Except with the unanimous approval of those in attendance, meetings should be limited to a maximum length of one hour.
- Generally, meetings will be conducted in a similar manner to board meetings.
- CCF SA will host and cater for meetings.
- A non-member may attend meetings for the purpose of taking the minutes or as an observer with the approval of the Coordinating Committee Chairperson.
- Wherever possible a representative from the CCF SA office will be present at meetings.
- In the absence of the Chairperson and Deputy Chairperson, those present will determine who will chair the meeting.

Authority

- All events, functions and related expenditure must be approved by the CCF SA Chief Executive Officer or delegate.

- Political lobbying and advocacy must not take place without the approval of the CCF SA Chief Executive Officer.
- Contact with the print and electronic media must be approved by the CCF SA Chief Executive.
- CCF SA Chief Executive has final approval of all speaker choices and will provide clear feedback to the Coordinating Committee for future guidance and selections.

Reporting

The minutes of each meeting of the Coordinating Committee will be provided via email within one week of the meeting, and the agenda for the next meeting approximately one day prior, by an appointed member of the Coordinating Committee. The agenda and minutes of each Coordinating Committee meeting will be prepared by or under the direction of the Chairperson. The Coordinating Committee Chairperson reports to and is accountable to the CCF SA Chief Executive for all matters relating to the conduct of the Coordinating Committee.

Office Holders

The Coordinating Committee's office holders will be voted in by the Committee, or if there is no properly constituted Committee, the Chief Executive Officer of CCF SA may appoint any positions. All Coordinating Committee positions will be appointed for a one-year term, after which time the Coordinating Committee can conduct a secret ballot to appoint new positions at an AGM style meeting. All positions may be re-elected for further terms, if agreed by the majority of the Coordinating Committee.

Chairperson

The Chairperson's responsibilities may include but are not limited to:

- Chairing Coordinating Committee meetings and ensuring all Coordinating Committee members' voices and opinions are heard equally.
- MC at events and other activities.
- Writing an update of the Coordinating Committee and the Committee at large activities for the CCF SA Industry Magazine publication.
- Being the chief spokesperson and representative of the Coordinating Committee.
- Meeting regularly with and briefing the CCF SA Chief Executive on Coordinating Committee plans and activities.

Deputy Chairperson

The Deputy Chairperson will stand in for the Chairperson when they are unavailable for all the above-mentioned duties.

Secretary

The Secretary responsibilities may include but are not limited to:

- Recording and issuing meeting minutes and agendas.
- Recording and maintaining attendee databases from business card draws and ticket purchases.
- Ensuring copies of agendas and other documentation are available at each meeting.

Other positions

The Coordinating Committee can establish other positions that further the objectives of the Committee or assign portfolios to Coordinating Committee Members.

Review

A review of the structure, composition and effectiveness of the Committee will be undertaken by the Committee annually in a strategic planning style meeting to ensure its objectives are being met and there is a true benefit to young people working in Civil. A similar review can be conducted by the CCF SA at any time, with feedback of this review given to the Committee to ensure goals are being met and both the CCF SA Chief Executive and the Committee agree on the Committee's focus.

The continuation of the Committee or any Office Holder and changes to its charter shall be entirely at the discretion of the CCF SA Chief Executive Officer.