MEMO

Terms of Reference – Marketing Office Local Area Consultative Committee (MO LACC)

SUBJECT

FROM Mrs Tracy Chalk, Director ANU Marketing Office

DATE 2 February 2015

1. Background

The MO LACC was formed in February 2015, the first time since the Office’s move from Building 3 I Block where a joint LACC had existed with representatives from MO, Risk Management and Alumni Relations. The new terms of reference are based on those created and used by the Human Resources Division.

2. Name

The name reflects that the committee represents staff in the ANU Marketing Office.

3. Role and Function

The University supports the participation of staff in decision-making at the University. The committee adheres to the principles set down in the University’s policies and procedures relating to Local Area Staff Consultative Committees (LACCs) and the University Staff Consultative Committee (USCC).

The role of the MO LACC is to provide a forum for discussion of local matters of significance and future directions of MO/ANU. The committee is not involved in dispute or individual grievance resolution.

The agenda for meetings will reflect issues of significance from each MO area, issues referred to the committee from the USCC and issues referred from MO senior management. Meeting action items will be listed as an agenda item at the fortnightly MO all staff meeting.

Following each meeting, members will provide a report to their area.

The chair, or a nominated representative, will represent the committee at USCC meetings and provide a report as an agenda item.

4. Membership

The membership of the committee will be:
- One nominated member from each area, who does not hold a management position.
- If unavailable a committee member may nominate a proxy to attend meetings.
- The Administrative and Business Support, or a nominated representative, will chair the meetings.

MO areas as of February 2015 are:
- Director’s Office
- Advertising & Creative Studio
- Web
With the exception of the chair, the term of appointment for members shall be one year, with members serving no more than two consecutive terms.

A list of current members will be available on the MO public drive in the LACC folder.

5. Meetings

The committee will meet monthly at a regular time. A quorum for meetings shall be three members.

A member of the committee will record minutes and send these to committee members no later than one week after the meeting, allowing for one week for comments and amendments. The committee chair will email the minutes to all MO staff and a copy will be saved in the LACC folder on the MO public drive.

Members of the MO senior management team may attend meetings by invitation to report on general or particular matters.

Members may each invite one guest to any meeting and will inform the chair prior to meeting of their invited guest and any issues they wish to discuss.