



# Working Group

## COMMON TERMS OF REFERENCE

In order to meet the objectives of the Ecological Society of Australia (ESA) Strategic Plan, and maximise the success of the society in meeting its aims, working groups will be established consisting of a small number of ESA board members, staff and/or ordinary ESA members, who will work under terms of reference approved by the ESA board.

The working group leader is responsible to the appropriate Vice President or President, who in turn is responsible for reporting to the ESA board. The President or Vice Presidents can also be working group leaders. The working group leader chairs the meetings and is the key contact between the President/Vice President and the working group. The appropriate Vice President or President will have oversight of specific working groups and provide leadership and support on behalf of the ESA Board. ESA staff have roles on specific working groups, and may contribute to other working groups.

The ESA board structure (Figure 1) illustrates the relationships of working groups with the ESA board, staff and special positions.

Terms of reference of individual working groups must specifically define:

1. Purpose
2. How the purpose of the working group aligns with the strategic plan and the ESA constitution
3. Responsibilities of the working group, if these are different from the Purpose
4. Timeline of actions if appropriate
5. The terms of reference may include a diagram to detail governance where the common governance diagram is inadequate (Figure 1).
5. Membership, including name and role within ESA if any, and primary responsibilities and role on the working group.
6. Frequency and method of meeting

### **Rules for working group Membership**

Membership of the group will be in accordance with the ESA's gender equity and diversity policies.

Other members of the society, Board Directors, or subject experts may be invited to attend meetings in an advisory capacity for specific purposes as determined by the Chair of the working group.

Where members cannot attend a meeting they should nominate a proxy to attend on their behalf.

Where members wish to withdraw from the working group, they must do their best to find a suitable replacement for the working group to ensure continuity and success of working group activities.

### **Reporting**

The Working Group Report will be used to provide regular updates to the ESA Board so that (a) the Board has ultimate oversight of the operations of the WG in meeting the Strategic Plan objectives, and (b) working groups don't fall by the wayside once in operation. The ESA Secretary will provide a template for these reports and request updates for each board meeting.



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### **Review of the Terms of Reference**

Terms of Reference must be reviewed at least every two years by the working group and revisions must be submitted to the ESA board for approval.