

# The Australian College of Educators BRANCHES

## Preamble

The Australian College of Educators is the longest serving professional body for educators in Australia. Established in 1959, the College was founded as a professional body that would include teachers from all levels and every type of education. Over the course of its history, the College has maintained its focus on the advancement of the education profession through its commitment to professional learning and growth, the production and distribution of high-quality information and publications and active engagement in the broader education debate.

## Aims and Objectives

The Australian College of Educators (the College) advances the education profession nationally across all sectors and levels for the individual and collective success of Australia's educators.

In advancing the profession, the College aims to:

- promote professional standards of a high order;
- recognise excellence in professional practice;
- foster the professional learning of educators; and
- enhance the status of the profession.

In pursuing these aims, the College strives to:

- exercise ethical leadership of the profession
- enhance the professionalism of educators
- foster collegiality, cooperation and networking
- recognise and value highly accomplished professional practice
- acknowledge and promote outstanding contributions to education
- create connectivity and unity among all sectors and levels of the profession
- promote and facilitate continuous professional learning and improvement

## Activities of the College

The College has four main areas of activity:

1. Recognition of professional status through
2. Provision of services and benefits
3. Events and networking activities
4. Providing leadership to the education profession

## ACE Branches

Branches of the College may be established at State and regional level with the specific purpose of:

- Promoting College Membership at a local level
- Coordinating regional events to encourage Collegiality and professional learning opportunities

### *Establishment*

Financial ACE Members within a State or Region may, with the approval of the ACE Board establish a Branch.

Members of ACE Branches must adhere to the policies and procedures of the Australian College of Educators.

ACE Branches will be reviewed annually by the ACE National Board to determine their continuation. A branch may be dissolved by the ACE National Board.

### Purpose

ACE Branches are specifically established to facilitate geographically defined events and activities that:

- promote membership of the College
- encourage collaboration and collegiality

### Scope

ACE Branches are confined to activities within a defined/set geographical location.

### Terms of Reference

#### *Branch Management*

Each Branch will be managed by a Branch Committee.

The membership of the branch committee will comprise:

- A minimum of five and a maximum of nine current financial members from the geographically defined location unless special consideration to alter the Committee membership is granted by the ACE National Board
- A Branch Chair who is selected from the members of the Branch Committee by the members of the Committee and must be a current financial member
- A Branch Secretary who is selected from the members of the Branch Committee by the members of the Committee and must be a current financial member

The Branch committee will endeavor, to the best of their ability, to ensure a balance of representation including, but not limited to, gender, educational system, educational sector, professional positions.

The terms of office are two years with the option to be nominated for re-election for a subsequent two years.

Branch Committees agree to adhere to the College's policies and procedures in relation to all College activities.

The ACE National Office will provide support and advice to the Branch Committees including facilitating web based and/or in person meetings.

#### *Roles of Branch Committee Members*

- a. Branch Chair will:
  - a) Be responsible for relaying the decisions of the ACE Board to the State Committee and Regional Chairs (and vice versa)
  - b) Take overall responsibility for the activities of the State, including preparation of the State Committee's annual report and ensuring compliance with ACE policies and procedures as set by the ACE Board
  - c) Preside over State Committee meetings
  - d) Maintain the privilege of a casting vote in the circumstances of a tied vote at a State Committee meeting

- e) Represent the College at state based formal functions where possible
- f) Network with other Branch Chairs
- b. Branch Secretary will:
  - a) Be responsible for ensuring that full contact details for all Branch Committee Members are kept up to date and provided to ACE National Office
  - b) Deal with correspondence relating to the Branch
  - c) Keep appropriate records of all meetings
  - d) Keep a record of Branch activities
  - e) Ensure relevant notices are circulated to all members of the Branch Committee
  - f) Prepare Branch reports and communiques and provide to the National Office for distribution to ACE members within the Branch

### *Branch Elections*

After the ACE National Board has approved the formation of a Branch the members will establish the Committee in accordance with the following procedures:

- The National Office will send out a notification to ACE members within the State/Region of the establishment of a Branch and will seek nominations.
- Should there be more nominations than positions available, ACE members within the State/Region will be asked to vote and select the candidates they believe will best represent the College to be appointed to the Branch Committee.
- Eligible nominations received by the National Office will be placed on a ballot that will be distributed to the ACE members within that State/Region for the purposes of voting.
- The ACE Director will be the returning officer for any elections.

### *Branch Operations*

ACE Branches may structure their operations in accordance with their activities and forward calendar. Branches must ensure the following requirements are met:

1. Meet at least once a term and prepare appropriate meeting minutes to be filed with the ACE National Office
2. Develop a forward calendar of events and activities to be submitted to the ACE National Board for approval by December of each year
3. Ensure compliance with ACE policies and procedures including those relating to budgets and financial matters

### *Scope of Authority*

The Branch Chairs and other Branch Committee members holding a designated position will be accountable to the ACE National Board through the National Office.

### *Financial Management*

Branch Committees must comply with the stated financial management policies and procedures as specified by the ACE National Office. This includes:

- Completing required financial documentation including proposed budgets for events and activities
- Applying for approval to the National President to hold 'free of charge' ACE events
- Comply with the stated fee structure for ACE events and activities (including offering complimentary tickets) as specified by the ACE National Board

Members of an ACE Branch Committee **cannot**:

- Enter into contracts or agreements on behalf of the College
- Collect money on behalf of the College
- Offer free or complimentary benefits without the written approval of the ACE national office
- Make purchases on behalf of the College without prior written approval (such as gifts, stationery etc.)

### *Representation*

Branch Chairs are the College’s representative at a Branch level and as such must comply with the policies and procedures relating to the use and distribution of any material that utilises the College brand or corporate identity.

ACE member communication is centralised and the use of all ACE branded material will be managed through the National Office.

Branch Chairs will be provided with an @austcolled.com.au email address which must be used for all ACE related activities and will be included as the contact address in all ACE branch related communications.

Branch Chairs must comply with the ACE email usage policy.

Members of an ACE Branch Committee **cannot**:

- Distribute correspondence or other related material utilising the ACE brand or corporate identity without the express written approval of the ACE National Office
- Utilise ACE branded material for any purposes other than those that have been expressly specified

### Definitions

None required

### Related Policies and Procedures

TBC

### Review Criteria

Policy will be reviewed every two years

### Responsible Officer

Director – Australian College of Educators

### Contact

ACE National Office

### Version control information

Approval Date	Version No.	Approved by	Amendment summary	Start date	Review date
27/11/2019	1.0/2019	ACE Board		Dec 2019	Dec 2021