

Queensland Chapter Committee Terms of Reference

Honours Committee

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Referenced organisational Policy:

[Constitution](#)

[Regulations](#)

[Code of Professional Conduct](#)

[Member Behaviour Policy](#)

[Gender Equity Policy](#)

[Member Consultation Policy](#)

[Privacy Policy](#)

1. ABOUT AND PURPOSE

The Australian Institute of Architects Queensland Chapter's Honours Committee was formed (circa 2009) with the sole purpose of supporting and advising the Chapter President with all aspects of their nominations for, and conferring of, relevant honours.

2. OBJECTIVES

As a nominated committee of Chapter Council, the Honours Committee acts in support of the Queensland Chapter President, Chapter Council and operates under the Council's aims, objectives and terms of reference, as expressed in the *Australian Institute of Architects: Chapter Council Charter (Adopted March 2015)*. Working in accordance with the Institute's policies and strategic direction, the overarching objectives of the Australian Institute of Architects Queensland Chapter, Honours Committee are to:

Supporting the Chapter President's review and approval of Fellowship nominations

Supporting the Chapter President's presentation of relevant nominations to National Council for Life Fellowship and Fellowship.

Progression and proposal of honorary nominations for: AIA Gold Medal Nominations, Civil honours, and miscellaneous awards (e.g., The Queensland Government's Queensland Greats Awards).

The Queensland Honours Committee is not involved in assisting with nominations or research for any Australian Institute of Architects prizes. E.g., The Emerging Architect Prize, the President's Prize, The Paula Whitman Gender Equity Prize, Leadership in Sustainability Prize, and others are managed via different processes.

3. ACTIVITIES

The Honours Committee core activities include, but are not limited to:

- Review and development of Fellowship nominations
- Review and development of Life-Fellowship nominations
- Review and development of Honorary Fellowship nominations
- Review and development of Honorary nominations.

4. OBLIGATIONS

The committee will:

- 4.1** Provide strategic guidance, support and assistance to Queensland Chapter Council and staffs on the needs of the committee and by extension the needs of the Queensland Chapter members under the topic and remit of the Committee.
- 4.2** Provide timely information to Queensland Chapter Council and staffs on the resourcing needs of the committee and support required for committee projects and events.
- 4.3** Submit an annual report and yearly plan for the year following for inclusion at the annual planning day
- 4.4.** Develop plans and projects in collaboration with the Chapter staff and for review by Chapter Council based on the requirements of matters relevant to the committee's core activities.
- 4.5** Keep the Chapter Council, President and Chapter Manager informed of the progress of work undertaken and of any issues that may affect its quality or cost.

It is the responsibility of the committee to ensure that projects and events are undertaken in a timely and constructive manner. This may mean committee members taking on tasks or identifying appropriate external stakeholders to be approached regarding specific tasks.

The Chair of the Committee may serve as the Committee Representative on the Queensland Chapter Council, where possible, and participate as a conduit for information on topical matters. Where this is not possible due to the elective process of Chapter Councillor appointments, a Chapter Councillor will be assigned membership of the committee and act as the Committee conduit to Chapter Council.

5. MEMBERSHIP

Where possible, the committee will be comprised of an odd number of members. The committee will consist of a minimum of 6 and maximum of 9 volunteer members.

Members will:

- 5.1** Be financial members of the Australian Institute of Architects Queensland Chapter, EmAGN or SONA.
- 5.2** Behave with discretion, objectivity, integrity and in accordance with member behavioural policy at all times.
- 5.3** Behave professionally and in accordance with Code of Professional Conduct at all times.
- 5.4** Thoughtfully consider the social, cultural and environmental impact of their activities.
- 5.5** Keep their committee informed of the progress of work undertaken and of any issues that may affect its quality or cost.
- 5.6** Attend a minimum of 50% of the committee's meetings to remain a member of the committee.
- 5.7** Not engage in behaviour that is in direct conflict with the committee's objectives and goals.

5.8 Provide ongoing contribution to committee discussions and engage in open communication with chapter personnel to remain a member of the committee.

5.9 Acknowledge there is a zero tolerance of abusive or aggressive behaviour towards Chapter staff and that such behaviour will result in the Member being reported to Chapter Council and potential removal from the committee, in accordance with the 209 Member Behaviour Policy, 12.0 Grievance procedure for complaints.

5.10 Acknowledge the Institutes commitment to gender and diversity. The committee make up should reflect appropriate representation of the membership, in accordance with the 2019 Gender equity policy.

Committee specific membership requirements

The Awards and Honours Committee will be comprised of:

- The current Queensland Chapter President
- The immediate past Chapter President (chair)
- The serving National Councillor / Chapter elected (ex-officio)
- At least four additional members who must be:
 - LFRAIA, one of whom has served on a previous Awards and Honours Committee.
 - a maximum of two FRAIA status members

Reference should be made to the AIA's 2019 Gender equity policy when considering these positions.

Membership of the committee is predicated on a combination of skill sets. As set out here:

- **A working knowledge of the most engaged and active members** in each of the key spheres of the profession with an understanding of the importance and longevity of contributions to the profession
- **A knowledge of individual members engagement and involvement** in anything connected to the AIA and advocacy for the profession. This includes knowledge of a member's involvement:
 - in awards programmes
 - The various working committee's
 - Membership activities such as curating conferences and/or symposiums/speaking at conferences etc.
 - The education and mentoring of members (e.g., PALs etc)
 - Teaching/tutoring and mentoring of students.
 - Involvement in any donated time or public service roles (e.g., On the Board of Architects or on advisory Boards for organisations like Open House and University's etc)
 - Public advocacy including work with, or in, the media and work with any/all levels of government.
 - Anything which might increase the public's awareness or appreciation of the profession, as time given freely (outside of their primary paid role)
 - Donated time on Boards etc.
 - Public service
- **The ability to know who and where the information on individuals can accurately be sourced** with the ability to reach out to those organisations and obtain that information in confidence to allow discreet nominations to occur.

- **The capacity to write a number of submissions** and potential citations (250-5000 words depending on the honour/award being nominated) each year.
- **A generosity towards all members with the capacity to see beyond your own particular interests** in the profession (and the work) to the complete range of issues faced by the profession and those within it.
- **A sense of the history associated with the Institute's Honours and Awards** and an acknowledgement of the importance and the high standards that these honours carry with them.
- Complete discretion in the work itself

6. APPOINTMENT

Expressions of interest will be formally issued to the membership during February to seek member interest in joining a committee. Self-nomination via EOI to join a committee can be made via the chapter webpage and will be assessed on an ongoing basis.

Members interested in becoming committee members can self-nominate via a 1-page resume summary and summary of their interest in the committee. Nominations should be sent to the Queensland Chapter QLD@architecture.com.au for review by the Committee Chair.

Appointment of a Chapter committee member

A Chapter Committee member is a Voting Member or Graduate Member who is nominated and elected by Voting Members and Graduate Members in accordance with the Regulations. In previous years membership of the QLD Honours Committee (other than the current President and Immediate Past President) has been limited to Life Fellows. However, during the period in which we are seeking to widen the diversity of this group, the capacity for Fellows who are well connected and experienced within the profession to join could be made available to widen the pool of potential members.

Applications will be assessed by existing Committee Chair in consultation with the committee members for suitability and presented to the Chapter Council for approval.

When seeking and assessing prospective committee members, every effort should be made to promote fairness, equity, and diversity. Reference should be made to the Australian Institute of Architects Gender Equity Policy (2019). Successful candidates will be notified of their appointment.

Appointment of Chapter Committee Chair

The Committee Chair for the Honours Committee is the immediate Past President (unless they step down from the Honours Committee, see below) only after such an event would the generic process for an appointment of a chair become relevant.

The immediate past president may choose to nominate another member of the committee to serve as chair should they elect not to serve in on the committee in this capacity.

During the last monthly Session of the year for Chapter Council the Chapter Councillors will endorse the Committee Chair for each Committee for the following year.

Casual Vacancy

There will be a casual vacancy on the committee if: (i) a disqualifying event occurs in respect of a committee member; (ii) a committee member ceases to be a Member; (iii) a committee member is absent without leave of absence from two consecutive committee meetings.

7. TERM OF COMMITTEE MEMBERSHIP

Committee terms of appointment shall be for a term of two years with members retiring or re-nominating on a rotational basis. Any member may be re-appointed for a further term at the discretion of the Chapter Council. Ongoing and long-term contribution to the committee work is encouraged and highly valued.

Members deemed to not be contributing may be asked by the Chapter Council to stand down.

The Chairperson shall serve not more than a two-year term before standing down or seeking re-election.

8. INTEREST AND DECLARATION OF INTEREST

As articulated in Clause 5 of the Australian Institute of Architects: Chapter Council Charter (Adopted March 2015 (extract below), the provisions of this clause extend to the members and procedures of any Chapter Standing Committee, Taskforce, or ad hoc committee, except that where applicable, the relevant Institute staff member supporting the committee may also raise an Interest or possible Interest for determination by the Committee.

(Extract from Australian Institute of Architects: Chapter Council Charter (Adopted March 2015))

5.1. An Interest is a business or other relationship which could, or could reasonably be perceived by others, to now or in the future materially interfere with an individual's ability to act in the best interests of the Institute and not in their own or another person's interests.

5.2. An Interest under this Charter includes non-financial interests that might not be considered "material" at law.

5.3. Chapter Councillors must be free from any Interest when discussing and deliberating on any Chapter Council business, except where such Interest has been formally declared and recorded as follows:

5.3.1. Chapter Councillors must declare an ongoing Interest, which is to be recorded regularly in the Minutes of any meeting of Chapter Council. If recorded, a Chapter Councillor may without explanation withdraw during discussion of or deliberation on any matter where that Interest may operate.

5.3.2. Chapter Councillors must also declare any Interest that arises in particular circumstances or in the context of business being considered by Council, and the declaration is to be recorded in the Minutes.

5.3.3. An Interest or possible Interest may be raised by the Chapter President, another Chapter Councillor or the Chapter Manager in writing or verbally during a discussion or deliberation by Chapter Council. The Chapter Councillor may then withdraw. If the Chapter Councillor has not withdrawn, Chapter Council must decide before discussion continues whether the Interest is operative and if so, require the Chapter Councillor to withdraw. Alternatively, the Chapter Council may decide to allow the Chapter Councillor to remain present but not take part in discussion and if a vote is required, abstain from voting. If Chapter Council decides that an Interest is operative, the Minutes must record the details of their decision.

9. MEETINGS

The Chair of the Committee may at any time convene a meeting. Meetings shall be convened monthly or bi-monthly at the discretion of the Committee Chair, except for the months of December and January.

Notice of a committee meeting must be given to each Committee Member entitled to vote at the meeting. A Committee Member may waive the requirement to receive notice of a committee meeting.

A notice of a committee meeting must specify: (i) the place, the day and the time of the meeting; and (ii) if the meeting is to be held in two or more places, the technology that will be used to facilitate this, but it does not need to specify the nature of the business to be transacted at the meeting.

In special circumstances, a notice of a committee meeting may be given immediately before the meeting.

The meetings and proceedings of committees are: (i) subject to any directions of the Board; and (ii) otherwise governed by the provisions of this Constitution which regulate the proceedings of the Board, to the greatest extent practical.

10. PRIVACY

A Privacy Policy has been developed by the Institute and sets out information handling practices of the Institute. Committee members should refer to this document when handling personal information of members and non-members of the Institute. Item 5.1 of this policy makes specific reference to the use and disclosure of personal information by non-staff agents of the Institute.

11. REPORTING

Minutes for all meetings are to be recorded and stored electronically by the Institute Record should consist of key actions, outcomes, and decisions, but do not require details of discussions to be kept.

The chair or minute taker nominated for meetings is to circulate an agenda and minutes of previous meetings the relevant committee members and chapter personal prior to the next meeting.

The committee is to report activity to the Chapter Council and other chapter programs one week prior to Chapter Council meetings.

12. GRIEVANCES

The Australian Institute of Architects is committed to best practice governance and best practice employment and workplace conditions. The Institute is committed to fostering a values-based culture that is collaborative, positive, and safe.

All committee members are expected to conduct themselves in accordance with the principles outlined in the Institute's Member Behaviour Policy (2019). The Institute's core values include:

- One community – embracing diversity and open communication
- Innovation – demonstrating leadership with courage and creativity
- Accountability – acting with integrity, responsibility, and sustainability
- Respect – relating with empathy and recognition for effort
- Collaboration – working together, with trust and transparency.

There is a zero tolerance for abuse or aggressive behaviour by and towards committee members and Chapter staff as per the member behaviour policy.

Grievance procedure for complaints about a Member:

- Members who are concerned about other Members should report the matter, in the first instance, to their local Executive Director and the President.
- Complaints escalated for action regarding the conduct of a Member will be dealt with by the CEO or the National President, except where there is a need to remove a Member from the workplace, premises, or conversation. The Institute responses to inappropriate conduct by Members are set out in Schedule1 of the [Member Behavioural Policy](#).

13. COMMITTEE AND CHAPTER STAFF RELATIONSHIP

Under the Institutes delegated Authority Policy, the Chapter Council nor its authorised committees do not conduct the institutes business activities, nor do they deliver services. Chapter staff and the Executive Director are responsible for the delivery of activities and services.

(Extract from Australian Institute of Architects: Chapter Council Charter (Adopted March 2015))

6.3. In collaboration with the CEO and relevant general managers, the Executive Director manages the operations of the chapter including but not limited to the financial and physical resources. Providing all necessary direction and instruction to staff. Committee members do not have the authority to direct or instruct staff.

14. BUDGET AND STAFF RESOURCING

The chapter will provide staff resourcing to support the facilitation meetings and the delivery of approved events.

A request for support for an event or project requiring unbudgeted funds must be done as a formal request to the Executive Director via an event/project request. The template requires all costings associated with the request and the strategic outcomes that will be associated with the event or project, to be declared. These requests must be done, where possible, at least 3 months in advance. Approval is at the discretion of the Executive Director.

15. REVIEW

These Terms of Reference will be reviewed and updated as required in relation to:

- Overarching rules/responsibilities and currency in relation to internal and external stakeholders (trigger= change in Institute policy/regulations, or as otherwise deemed necessary by chapter office/chapter council).
- Committee specific remit within the committee (every 2 years, or as otherwise deemed necessary).
- Changes to be sought through chapter office and reviewed and approved by chapter council.