

ANZSOG Alumni Advisory Council Terms of Reference

1.0 Purpose

The ANZSOG Alumni Advisory Council is the alumni peak representative body. The Council represents the interests and views of a diverse alumni community and contributes to ANZSOG activities including Alumni and ANZSOG programs and activities, stakeholder relations and engagement, marketing and communications and future program development.

The Council draws on the expertise and engagement of Alumni to ensure that this important community can influence the future direction of the school. In addition, the Council provides practice-informed insights drawn from members lived experience across jurisdictions and agencies. This includes sharing perspectives on the changing nature of public service work, emerging system-wide challenges, and the evolving needs of public sector leaders, informed by what alumni are experiencing and observing in real-world contexts.

The Council acts as an advisory body, reporting to the ANZSOG Dean & CEO and working closely with the ANZSOG Executive and Teams on various strategic initiatives.

2.0 Objectives

- To build a strong, engaged, and cohesive alumni community.
- To foster appropriate, two-way communication between alumni and the ANZSOG executive and academics and between alumni and the public service.
- To ensure the delivery of high quality, high value and innovative ANZSOG programs and services.
- To encourage support of ANZSOG as a demand driven agency owned by Australian and New Zealand governments.
- To maintain strong jurisdictional engagement, the Council will nominate a member to attend jurisdictional chapter meetings as an independent observer, ensuring continued visibility and advocacy.
- To influence and work with key agencies and entities aligned with ANZSOG's purpose.

3.0 Membership

A member of the ANZSOG Alumni Advisory Council is selected to hold the position based on:

- Demonstrated involvement, support and/or commitment to ANZSOG
- Demonstrated leadership professionally and personally demonstrated skills and capabilities that add value to the Council
- Commitment to the Council purpose and objectives and the values of ANZSOG.

Council members must agree to actively participate in and accept the responsibilities of Council membership. Council members are expected to:

- Advise ANZSOG management on strategically important alumni related issues, including strategies, programs and services that benefit alumni, and propose actions to enhance the wellbeing of the alumni community.
- Provide insightful input on ANZSOG directions and priorities.
- Communicate the interests and concerns of alumni broadly to ANZSOG management and faculty.

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- Evaluate how decisions will affect/benefit both ANZSOG and alumni in the short and long- term.
- Build relations between alumni, students, management and faculty, public sector departments and agencies, and engage with local alumni to build understanding of their needs and expectations.
- Share practice-informed perspectives from lived professional experience on the changing nature of public service and emerging system-wide needs.
- Be visible advocates for ANZSOG and the alumni community by serving as ANZSOG’s representatives and spokespeople in the community, workplace and other professional networks.
- Advise on, endorse and provide visible leadership of ANZSOG’s alumni program and engagement strategies and encourage alumni involvement in ANZSOG.
- Accept leadership and participatory roles in ANZSOG’s strategic project teams, programs, activities and events as needed and work closely with staff on behalf of ANZSOG.
- Remain engaged and committed to the Council during the length of their term and attend and participate in Council meetings each year.
- Represent the diverse views of alumni and actively seek to broaden the influence of alumni and ANZSOG. Connect and engage with relevant Alumni jurisdiction chapters.

4.0 Composition and terms

The Council is comprised of a minimum of 10 members who are actively employed by the service from the Australia and Aotearoa New Zealand alumni community, with members allocated to the roles of Chair and Deputy Chair. An ANZSOG representatives will be present at all Council meetings and act as the key liaison between ANZSOG and the Council. ANZSOG team will provide secretariat support for the Council. One or two alumni members will be selected from each jurisdiction:

- ACT
- Commonwealth
- New South Wales
- Aotearoa New Zealand
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

4.1 Council Member Term

The following table applies to Council membership terms only. Chair and Deputy Chair roles are governed separately under section 4.2.

Initial term	3-years (calendar year)
Application for re-selection second term	+3-years
Maximum membership time will be two terms	6-years

At the end of their term, council members are encouraged to provide offboarding feedback for further

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improvement of the council.

Council members must step down after the maximum of two terms for at least one term before being eligible for membership.

Where a Council member vacates their position, including through retirement, ANZSOG will fill the vacancy for the relevant jurisdiction, with the new member's term commencing upon appointment. Members who retire from the Council are encouraged to continue their engagement with ANZSOG as Alumni Ambassadors, supporting alumni connection and advocacy where appropriate.

4.2 Chair, Deputy Chair and ANZSOG secretariat roles

4.2.1 The Chair:

The Chair will be appointed from among current Council members through a self-nomination process and Council member vote.

The Chair role is held within a Council member's approved membership term (as set out in section 4.1) and does not alter the length of that membership term.

The Chair will be appointed for a defined Chair term of up to three years, which may be shorter than the individual's remaining Council membership term.

A vote for Chair will ordinarily occur:

- at the commencement of a new Council term, or
- when a Chair's term concludes, or
- where the Chair role becomes vacant mid-term.

Where the Chair role becomes vacant mid-term, the Deputy Chair will act as Chair until a new Chair is appointed.

A Council member may serve as Chair for no more than one Chair term at a time. Upon completion of their Chair term, the individual must step down from the Chair position but may continue as a Council member for the remainder of their approved membership term, subject to eligibility.

In the event of a tied vote, rotating or interim Chair arrangements may be considered.

Role of the Chair:

- Call for relevant agenda items.
- Supported by ANZSOG secretariat, ensure agendas and meeting papers are delivered to members in advance of meetings.
- Coordinate the flow of each meeting.
- Conclude meetings with a clear summary of decisions and action items.

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4.2.2 Deputy Chair

The Deputy Chair will be appointed from among current Council members through a self-nomination process and Council member vote, ordinarily at the same time as the appointment of the Chair, or as soon as practicable where a vacancy arises.

The Deputy Chair role is held within a Council member's approved membership term (as set out in section 4.1) and does not extend or alter the length of that membership term.

Unless otherwise determined by the Council, the Deputy Chair will hold the role for the remainder of their current membership term, or until they step down or are appointed as Chair.

Role of the Deputy Chair:

- Support the Chair in the effective functioning of the Council, including contributing to agenda setting and forward planning as required.
- Act as Chair during planned or unplanned absences of the Chair, including chairing meetings and endorsing decisions and action items.
- Provide continuity of leadership and support effective handover where a change in Chair occurs.

4.2.3 ANZSOG secretariat

ANZSOG will provide secretariat support to enable the effective operation and governance of the Alumni Advisory Council. The secretariat supports the Chair and Council members by coordinating meetings, maintaining records, and ensuring agreed processes and obligations are met.

Role of the ANZSOG secretariat:

- Coordinate and organise Council meeting logistics, including scheduling, papers distribution and administrative arrangements.
- Prepare agendas on behalf of, and in consultation with, the Chair.
- Document meeting minutes, decisions and action items, and circulate these for Chair endorsement.
- Monitor and review Council member attendance in accordance with section 3.0 Membership.
- The secretariat does not hold decision-making authority and does not participate in Council voting.

5.0 Quarterly Meetings and 3-year Work Program

The Council will meet four times per calendar year, default online meeting format with schedule to be advised. One in-person meeting will occur each calendar year. ANZSOG will fund members to attend one in-person meeting per term if this is not able to be accommodated within agency/jurisdiction budgets.

Meetings will be scheduled to ensure timely advice to ANZSOG executive meetings. The Council may meet more than four times a year should the need arise, for example 'out of session' decisions.

Council members will develop, draft and deliver a 3-year program of work that may require some activity in between meetings. This may include representing ANZSOG at education, advisory or

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research programs and events, communicating and meeting with local alumni and strategic partners.

6.0 Selection

ANZSOG will call for expressions of interest (EOI) from alumni, actively employed in the public sector. Interested alumni will be asked to submit their CV and a one-page statement summarising how they will deliver on the membership requirements outlined above.

ANZSOG will advise Public Sector Commissioners when an EOI process is activated and will engage accordingly.

The Dean & CEO and other key ANZSOG staff will review applications and oversee the selection process. The composition of the Council will ensure:

- All jurisdictions are represented
- Diverse and inclusive representation
- Minimum 50% of members must be currently working in public sector.
- Commitment to actively contribute to discussions, decision-making and collective problem-solving.

ANZSOG reserves the right not to appoint to all 20 possible council positions and to stagger initial appointments to support continuity and knowledge transfer as membership is refreshed. Feedback will be provided to all alumni nominees.

7.0 Terms of Reference Review

The Council will review the terms of reference every three years or as required.