



Activism and Membership Committee (AIATOR-00) Version 5.0

1. Purpose
2. Introduction
3. Responsibilities
4. Sub-committees and Working Groups
5. Structure and composition
6. Expertise and Commitment
7. Appointment
8. Chair
9. Secretariat
10. Frequency of meetings
11. Notice for Committee meetings
12. Attendance
13. Quorum meetings
14. Conflicts of interest
15. Reporting
16. Committee performance
17. References

Activism and Membership Committee

1. Purpose

These Terms of Reference (TOR) set out the role, responsibilities, structure and processes of Amnesty International Australia's (AIA)'s National Board Activism and Membership Committee (ARC).

2. Introduction

The AMC was established under the AIA Constitution.¹ Its functions include 'advising the National Board on matters relating to activism, membership, training and campaigning, and being the primary point of liaison with ALCs' and other functions determined by the Board.²

The AMC also guides and monitors methods of growing AIA's supporter base, empowering activists and enriching the participation of all AIA's members and supporters in taking action and in participation in the life of the movement.

The AMC is a key component of AIA's member led and member-based movement promoting and protecting the human rights of all people.

3. Responsibilities

The functions of the AMC are set by the National Board³ (in addition to the broad parameters contained in the AIA Constitution as set out in the Introduction above). The AMC has oversight for all AIA's policies, strategies and programs related to how supporters and members are encouraged, enabled and equipped to be fulfilled and effective participants in the movement as set out below and makes recommendations to the National Board on these areas. Policy advice is sought from the Governance Committee where necessary.

The AMC also has responsibility to model the [Values and Behaviours Charter](#).

In particular, working collaboratively with the Movement Team (staff), the AMC will:

- a. Oversee the development of AIA's activism and membership strategies and monitor their effectiveness;
- b. Engage, mentor, support and work with the ALCs in relation to all aspects of activism and membership through the AMC/ALC peer relationship and by working collaboratively with the Movement Director;
- c. Receive at least annually, at a time determined by the AMC, and at other times upon request, ALC plans, reports and information requested by the AMC or National Board, and then collate (and, where appropriate, summarise) such material for reporting to the National Board;
- d. Support Regional Presidents in the development of regional reports to the Annual General Meeting.
- e. Review current organisational policies to encourage growth and empowerment of activists;
- f. Identify means of engaging with a wider cross-section of the Australian community which includes overseeing the implementation of the youth activist engagement strategy;
- g. Monitor the health of activism and activist-mobilising structures such as networks and groups, and monitor progress in achieving activism growth and, activist targets;
- h. Determine the agenda, content and location of each Activism Forum for approval by the National Board⁴

¹ Article 14.1 of the Constitution

² Article 14.1 (c) of the Constitution

³ Ibid.

⁴ Article 14.3 (d) of the Constitution

The AMC must work to a work plan submitted to and approved by the National Board in November each year (or as otherwise directed by the National Board) for the forthcoming year. The AMC may also undertake other activities approved by the National Board, or referred to it by the National Board.

The AMC will evaluate its performance against its work plan annually. It will provide the outcomes of that evaluation to the National Board, along with any recommendations regarding its work.

4. Sub-committees and Working Groups

The AMC may, with the approval of the National Board, establish a sub-committee comprised of one or more members of the AMC. Any such sub-committee shall provide advice to the AMC on the matter for which it is constituted⁵.

Project or policy specific working groups may also be created by the AMC where the need arises for the AMC to receive advice on a specific project or policy. Working groups report to the AMC in an advisory capacity, but do not need to contain an AMC member. Currently, the Youth Advisory Group reports to the AMC. The purpose of a working group must be clearly documented in the relevant AMC meeting minutes.

Where a need no longer exists for a sub-committee or working group, the AMC may dissolve that sub-committee or working group, unless the National Board has directed the AMC to first seek its approval for such dissolution.

In the spirit of participation, the AMC will establish working groups for key activities to ensure they are co-designed with activists and staff.

5. Structure and composition

The AMC shall consist of a minimum of **four** and a maximum of nine members. It must include:

- a. a Chair⁶ appointed by the National Board;
- b. at least one director of the National Board appointed by the National Board;
- c. no more than one Youth Advisory Group member, proposed by the Youth Advisory Group and approved by the National Board;
- d. up to two external members appointed by the National Board;
- e. up to four members elected by the ALCs⁷ (such method of election to be determined by the ALCs, unless agreement cannot be reached on the method from time to time, in

⁵ It is not always necessary for a sub-committee to have National Board-approved terms of reference although this is considered good practice. If there are no terms of reference, as a minimum, the matter for which a sub-committee is constituted, together with its powers and responsibilities, should be clearly documented in the National Board meeting minutes.

⁶ Article 14.1(b)(i) of the Constitution

⁷ Article 14.1(b)(ii) of the Constitution

which case the up to four AMC members are to be elected by the Regional Presidents from a pool of nominees submitted by the ALCs). AMC receives nominations and conducts an election where each region gets to vote on the available positions.

Members of the AMC must be financial members of AIA and serve for terms of two years with no limit on the number of terms. It is desirable that the members elected by the ALCs rotate by region with no region serving more than two consecutive terms and no region without a member from its region on the AMC for more than two years.

The terms of ALC elected members of the AMC can be changed if a three-quarter majority of the AMC members eligible to vote, vote in favour of the change. ALC elected members of the AMC are not eligible to vote on these decisions.

6. Expertise and Commitment

External members of the AMC will be selected on the basis of meeting the criteria set out below, and any other criteria determined by the AMC at the time that calls for nominations are made. Persons expressing interest in membership of the AMC will be required to have qualifications or demonstrable experience in one or more of:

- a. community engagement and/or co-design experience;
- b. research on engaging supporters in social justice context;
- c. driving change in a member led / member based organisation;
- d. increasing and engaging members;
- e. interest in the theory and practice of mobilising and organising; and/or
- f. such other skills or experience as identified by the Chair of the AMC from time to time.
- g. Applicants with lived experience and/or cultural expertise that is consistent with AIA's [Engagement Strategy for Aboriginal and Torres Strait Islander People, Organisations and Communities](#) and the [Engagement Strategy for Culturally Linguistically Diverse People, Organisations and Communities](#).

All members of the AMC must have availability to actively contribute at least four hours per week including attendance at meetings, preparing for meetings by reading documents, and undertaking tasks between meetings, leading work programs and establishing working groups.

7. Appointment

When an external member vacancy arises and/or membership term concludes expressions of interest will be sought.

AMC member appointments are for a term of two years, unless a member ceases to hold the position for which they were appointed.

If a vacancy arises before the expiry of an AMC member's term:

- a. In the case of the member proposed by Youth Advisory Group member, that Group

may propose an alternative member to fill the vacancy, for approval by the National Board; or, if the Group fails to make such a proposal within the time considered reasonable by the National Board, the National Board may fill the vacancy for a period determined by the National Board;

- b. In the case of any other member appointed by the National Board, the National Board may fill the vacancy for a period determined by the National Board; and
- c. In the case of an ALC-elected member, the ALCs may elect another member to fill that position, subject to the same election processes set out in paragraph 5(d) above.

8. Chair

The Chair of the AMC is appointed by the National Board⁸. The person must be able to commit to at least six hours per week. A Deputy Chair or Co-Deputy Chairs may be appointed by the members of the AMC.

Should the Chair be absent from a meeting and no Deputy Chair has been appointed, the members of the AMC present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

The Chair or their delegate also has responsibilities under the [Internal Conflict Resolution Policy](#).

Key responsibilities of the Chair are:

- a. to chair AMC meetings, ensuring that all members contribute and consensus is reached on decisions where possible;
- b. ensuring the AMC operates within these terms of reference;
- c. develop the AMC agenda in cooperation with the Deputy Chair/s and after consultation with the Movement Director; and
- d. motivate members and lead by example.

9. Secretariat

The AMC will be supported by one or more senior staff members as determined by the National Director in consultation with the Chair of the AMC, who will attend all meetings; and may be attended by a volunteer to take minutes of meetings if so determined by the Chair of the AMC.

Where relevant, papers should be prepared for agenda items.

All records including the agenda, minutes and any reports or recommendations will be maintained by the AIA company secretary.

10. Frequency of meetings

The AMC will meet as frequently as is necessary to undertake its role effectively and in any event at least **six** times per year.

⁸ Article 14.1(b)(i) of the Constitution

11. Notice for Committee meetings

The Chair of the AMC may call a meeting of the AMC; and committee meetings will be held by technology available for remote meetings as is appropriate, or in person.

Members of the AMC are to be advised of meetings via email at least 14 days before the meeting is to be held to confirm a date and time; or on reasonable notice to deal with urgent business.

An agenda and papers will be made available as soon as practicable prior to the meeting date.

12. Attendance

Any director of AIA may attend and speak at an AMC meeting.

The Chair of the National Board must be given notice of all meetings of the AMC and of the business to be considered at every meeting and is entitled to participate in any business of an AMC meeting.

Neither the Chair of the National Board or any other directors of AIA attending an AMC meeting has a vote, unless that person is also an AMC member.

The National Director or their nominee (see 9. *Secretariat* above) must be given notice of all meetings of the AMC and of the business to be considered at every meeting and is entitled to participate in any business of a meeting, but not to vote.

13. Quorum meetings

The quorum for an AMC meeting is four members of whom one must be the Chair (or with the consent of the Chair, a Deputy Chair).

14. Conflicts of interest

- a. Members of the AMC must avoid any action, position or interest that conflicts with an interest of AIA, or gives the appearance of a conflict.
- b. A member of the AMC that has a personal interest in a matter that relates to the affairs of AIA must give the Committee notice of such an interest.
- c. Membership in community rights groups and human rights groups are not intended to be captured by these guidelines, except where the individual is a senior member⁹ of that group.
- d. The Company Secretary will maintain a register of interest by members of the AMC.

⁹ Senior member can include: office holders, key decision makers, those in a position of influence or a direct report to any of the above.

15. Reporting

The Chair of the AMC will report the findings and recommendations of the AMC to the National Board, where appropriate.

The minutes of AMC meetings will be included in the papers for the National Board meeting subsequent to the AMC meeting to which the minutes relate. National Board members are entitled to view papers on request.

Where National Board committees, of which the AMC is one, have overlapping duties, Committee Chairs will determine how work will be coordinated/ and scheduled to ensure that overlap does not lead to inefficient or conflicted operations.

16. Committee performance

- a) The AMC will undertake performance evaluations of both individual Committee members and the AMC as a whole at least every two years.
- b) The AMC will provide the outcomes of the performance evaluation to the Board.

17. References

Applicable Regulatory Requirements

N/A

Policies and Procedures

- [AI Australia Constitution](#)
- [AI Australia Board Charter](#) and [ALC Charter](#)
- AI Australia policies including the [Values and Behaviours Charter](#), [Code of Conduct](#), [Internal Conflict Resolution Policy](#) and other relevant policies and procedures.
- Inclusive [Engagement Strategies](#), [Inclusive Events and Language](#)

Version control

This policy is to be reviewed and updated at least every three years or sooner where there is an AIA requirement. Minor changes such as changes to a hyperlink, correcting grammar, or changing a name will not be recorded as a version change.

Version: Date of effect & brief summary of change

Version 1 - Initial policy February 2016 Initial policy endorsed by National Board February 2016

Version 2 – Amendment November 2017 Formatted to standard template and edits, approved by National Board November 2017

Version 3 - Amendment February 2018 Edits as approved by National Board February 2018

Version 4 – Amendment 2019 edits as approved by National Board 2019

Version 5 - November 2022 - under revision

Version 6 - Updated and approved by National Board February 2023