



Australian Institute of  
Landscape Architects

# Terms of Reference

## People Recognition Committee

### Strategic Linkage

#### Membership Strategic Pillar

- AILA understands and is responsive to the needs of its members

#### Profile Strategic Pillar

- The role of landscape architecture is understood and respected by built environment professionals and the communities in which we live

### Background

The Australian Institute of Landscape Architects (AILA) leads a dynamic and respected profession: creating great places to support healthy communities and a sustainable planet.

Critical to the work of AILA is raising the profile of Landscape Architecture to the broader community. A key strategy to do this is through the recognition of exemplary work at both an individual and project level.

### Purpose of the People Recognition Committee

The purpose of the People Recognition Committee is to make recommendations to the AILA Board on matters regarding the recognition and the awarding of members for their outstanding contribution to both the professional and organisation.

### Objectives of the People Recognition Committee

1. Review and Revise the Awards Policy on a regular basis
  - Appointment of National Awards Jury Chair.
2. Develop, Review and Revise an AILA Fellows Policy
  - Reviewing and updating Fellows criteria to make a recommendation to the Board.
  - Assessing and reviewing Fellow nominations to make recommendations to the Board.

### 3. Development of a People Recognition Policy

- Including practicing, retired, and deceased members.

### 4. Recommendations for AILA nominations to international recognition programs

- Including the nomination of members for significant awards and the provision of guidance on the usage of AILA post-nominals.

### People Recognition Committee Membership

AILA Board will appoint the committee members following the receipt of expressions of interest from members. The committee will comprise:

- A minimum of one AILA Board member.
- AILA CEO.
- Up to 7 appointed members term of appointment of two years, with a suggested maximum service of two (2) consecutive terms to allow other AILA members to participate. However, members may participate for longer to ensure continuity of the committee's activities where appropriate.
- Ideally, all AILA membership categories will be represented on the Committee.
- The Chair(s) to be elected by the Committee and ratified by AILA Board.
- The committee secretariat is to be provided by an AILA staff member.



- A quorum for every meeting of the Committee is two thirds of the current appointed membership.

The Committee can co-opt AILA members with expertise to participate in working groups on an 'as needs' basis to focus on specific activities. All working groups to report back quarterly to the Committee.

Committee members are expected to participate in quarterly meetings, actively volunteer for assignments, and contribute to the tasks agreed upon.

Where consistent non-attendance (i.e. more than two consecutive meetings missed) is recorded, a Committee member may be asked to vacate their position.

### Accountability

The following is the quality control approach for the work of the Committee:

- All Committee work is to be reviewed and adopted by AILA Board prior to any public release.
- When adopted as an AILA policy or plan, the AILA Board may delegate delivery and/or implementation to the Committee.
- The Committee members must seek AILA Board approval (through the CEO) prior to issuing or releasing policy or position statements.
- The Committee members are to provide to AILA Secretariat documentation of the activities undertaken on behalf of the Committee, within one week of the activity, to contribute to the Committee member reports for each Committee meeting.
- Committee to provide a written report to AILA Board (via the secretariat) on work undertaken, at least two weeks prior to quarterly AILA Board Meetings (3-4 times per year).

### Meetings and Records

To facilitate its work the Committee will,

- Hold quarterly meetings in an online setting as set by the Committee chair with secretariat; and
- Each member must attend at least three meetings per annum to remain on the Committee and other meetings as and when required, unless otherwise negotiated.
- The Committee will be provided with a cloud-based workspace, to be advised by AILA.
- The records of all meetings are to contain only decisions, recommendations, and actions.
- The outcomes of the Committee's work are to be collated and circulated by the secretariat for each meeting.
- Drafts of documents produced will be circulated to Committee members prior to being finalised, issued, and stored on the AILA server.

### Review of Terms of Reference (ToR)

CEO to conduct annual review of ToR with the Chair and Committee members.

### Relevant AILA Policies

- Competition Policy
- Conflict of Interest Policy
- Guidelines for Fellowship
- Committee Code of Conduct
- Awards and recognition paper

### Key Committee Collaboration

- Membership Committee