ALGA
AUSTRALASIAN LAND + GROUNDWATER ASSOCIATION

Branch Committee Governance Charter

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In line with its stated Vision, Mission and Objectives, the Australasian Land & Groundwater Association (ALGA) Ltd has established Branches with committees. While the individual members of these committees are not Directors, they are an integral and critical part of the Association. The purpose of this document is to specify the governance arrangements of Branches, the expectations ALGA has of the Branches, and the support that can be provided.

ALGA general objectives to be fulfilled by Branches

ALGA's vision is for Australasia to lead the world in the sustainable management of contaminated land and groundwater. The general objectives of ALGA are:

a) Facilitating and encouraging the expression and interchange of ideas, opinions and knowledge between stakeholders and other persons involved in contaminated land and groundwater;

b) Improving the capacity, knowledge and skills of persons working in the fields of contaminated land and groundwater;

c) Fostering honesty, integrity, rational thinking and professionalism in persons involved in the fields of contaminated land and groundwater; and

d) Encouraging and supporting research and development of science and engineering that will advance the assessment, sustainable management and remediation of contaminated land and groundwater.

Specific objectives of Branches

a) Providing a forum for people from across the industry to identify and address issues, share ideas and knowledge, and provide opportunities for ALGA members to improve awareness;

b) Providing networking opportunities for all sectors of the industry; and

c) Collaborating with affiliated associations/organisations to draw on shared experiences and knowledge.

Forming a Branch Committee

a) The call for Branch Committee members is circulated by ALGA Head Office. The application must include the name of the nominating ALGA member who is interested in being involved in a Branch Committee, along with current address, industry sector represented and the Branch being nominated for; and

b) The CEO and/or the ALGA Board have the authority to approve or decline nominations.

Committee Membership and Meetings

(a) Branch Committees will consist of:
- A Committee Chair;
- Maximum eleven members (inclusive of Chair) plus one Board member (unless otherwise approved by the CEO);

Additional committee members may be invited as participants in an observer role, as required. The invited participants cannot vote on matters of the Branch and will not receive acknowledgement by ALGA. Their role is to benefit the Branch, and they can be invited and uninvited at the discretion of the SIG Chair.

(b) All members of the Branch Committee must be current paid members of ALGA;
(c) All members of a Branch Committee must actively participate in all functions of the Branch Committee;
(d) Branch administration functions will be provided by ALGA;

(e) The term for a Committee Member will be 24 months, with a call being made in the last quarter of a financial year in preparation for the next two years;

(f) The term as Chair of the Committee is one term (July to June) with a maximum of two consecutive terms, unless the situation arises where no one else nominates;
(g) Committee membership is established by the CEO and reviewed each year in collaboration with the ALGA Board. The CEO and/or ALGA Board have the right to remove Branch committee members at any time for unsatisfactory contribution to ALGA and Branch activities; for example, if Committee members are a “no show” to three meetings in a row, they may be removed from the Committee;
(h) In the event of a casual vacancy in any office, the Committee may appoint any ALGA member to the vacant office;
(i) A quorum is a minimum of four committee members, and meetings will not proceed in the absence of a quorum; and
(j) The Chair of the Committee will preside as Chair of each meeting of the Committee and set its agendas.

Expectations of Branches

(a) To develop an annual program of forums and other activities (ideally in collaboration with the ALGA Specialist Interest Groups) and provide summary reports of these activities for communication to the wider membership;

NB: Training workshops and conferences fall outside of jurisdiction of Branches, although they are welcome to submit suggestions for content, speakers, etc. to the training and events arm of ALGA.

(b) The Branches are principally there to fulfil the objectives of ALGA and should not be seen as a means to promote a particular company, organisation or individual member;

(c) It is expected that each Branch will ideally contribute to the financial strength of ALGA;

(d) Committee members’ involvement is to be provided on a voluntary basis. Reimbursement of expenses in relation to Branch activities by prior arrangement may be available at the discretion of the CEO;

(e) The Branch Committee will also carry out any other responsibilities and duties delegated to it by the ALGA Board of Directors from time to time related to the purposes of the Committee outlined in this Charter;

(f) The Committee will ensure that a copy of this Charter is freely available to Committee members and applicants for Committee membership;

(g) The Committee will meet at least once each year at such place and such times as the Committee may determine;

(h) Special meetings of the Committee may be convened by the Chair or by any four members of the Committee; and

(i) Governance of Branch Committees is to be consistent with the ALGA Constitution. If in doubt, the Constitution prevails.