

ACCREDITATION MANAGEMENT COMMITTEE - TERMS OF REFERENCE ...

PURPOSE

The purpose of this document is to set out the Terms of Reference for the Accreditation Management Committee (the Committee) of the Architecture Program Accreditation Procedure in Australia and New Zealand. Terms of Reference include authority, membership, responsibilities, and relationship with the day to day operations of the Procedure.

PREAMBLE

The Committee is established to provide the Procedure with appropriate governance, and to ensure transparent, fair and effective implementation of the Procedure in Australia.

The Committee also provides the key point of input to the Procedure by the five stakeholders, being the Architects Accreditation Council of Australia, Architect Registration Boards, the Australian Institute of Architects, the Association of Architecture Schools of Australasia, and the Australian Deans of the Built Environment and Design.

The membership includes one nominee from each stakeholder group and draws upon expertise across the architecture profession, accredited schools of architecture and regulatory bodies who have in common a commitment to, and responsibility for accreditation, and the quality and continuous improvement of architectural education. The representative membership structure and balance of particular expertise across the panel as a whole maximises the provision of strategic, high quality advice provided to the Architects Accreditation Council of Australia.

The Committee is authorised to act in accordance with this document and the Procedure.

The Secretariat coordinates all necessary administrative support for the Committee.

SCOPE OF AUTHORITY

The Committee has the functions and powers assigned in accordance with this document. This document forms part of the Procedure, which is approved by the Board of the Architects Accreditation Council of Australia.

The Committee oversees the implementation of the Procedure and the relationship of the Procedure to accredited programs, non-accredited programs seeking accreditation, architect registration boards, accreditation standing panel members, and the five key stakeholders.

The Committee's functions are as described below.

- a. establish and maintain criteria for the selection and evaluation of Accreditation Standing Panel members
- b. approve appointment of members to the Accreditation Standing Panel as required, based on eligibility criteria defined in the Panel
- c. approve the appointment of Panel Members to Accreditation Review Panels maintaining appropriate balance of professional experience and diversity (including but not limited to geographical spread and gender)
- d. appoint a member of the Accreditation Review Panel to the role of Chair
- e. manage any potential or actual conflicts of interest within an Accreditation Review Panel
- f. oversee grievance and complaint management, in accordance with the documented process
- g. oversee and manage requests for review of accreditation recommendations according to the documented process
- h. provide policy advice to the Architects Accreditation Council of Australia on continuous improvement of the Procedure, emerging issues and any other relevant matters
- i. report to the Architects Accreditation Council of Australia Board on a regular basis through the CEO of the Architects Accreditation Council of Australia

- j. oversee the Program Advice component of the Procedure related to candidate Schools of Architecture being assessed for accreditation for the first time
- k. oversee and contribute to the Annual Reporting process, including analysis of emerging issues and identification of trends.

MEMBERSHIP

The Committee shall consist of five members knowledgeable in architectural educational and/or registration matters, with:

- a. at least one practising architect registered in Australia with at least seven years of experience since registration
- b. at least one senior academic in an Australian tertiary institution within the discipline of architecture.

Although Committee Members are nominated by stakeholders, they serve in an individual capacity in the best interests of the accreditation system, and do not represent, and are not obliged to take direction from their nominating organisation. Each of the five stakeholders will have the opportunity to nominate members to the committee as follows:

- Architects Accreditation Council of Australia – one member
- Architect registration boards – one member
- Australia Institute of Architects – one member
- Association of Architecture Schools of Australasia – one member
- Australian Deans of the Built Environment and Design – one member.

The desired attributes of all Committee Members include:

- a. at least seven years post-graduate experience in the built environment sector in design, education or regulation
- b. broad knowledge of contemporary architectural design and/or architectural education practice, the higher education regulatory framework and key challenges facing the architectural sector
- c. knowledge of the national architectural regulatory context including the role of the Architects Accreditation Council of Australia and architect registration boards
- d. experience on architectural professional committees and/or governance bodies

- e. understanding of accreditation systems and the Architecture Program Accreditation Procedure in particular
- f. experience as a member on an accreditation panel
- g. agreement to abide by the Accreditation Code of Conduct.

NOMINATION

Nominations from stakeholder groups should include the CV of the nominee and a summary statement (max 500 words) outlining how the nominee's qualifications and experience relates to the desired attributes listed in a-g above.

Positions on the Committee will be called for through the various communication protocols available to the five key stakeholders. It is the responsibility of each nominating organisation to ensure that suitable candidates are put forward to Architects Accreditation Council of Australia. Stakeholder groups are requested to propose two qualified nominees to facilitate the appropriate spread of experience, gender and geographic location of members across the Committee as a whole.

APPOINTMENT

The Architects Accreditation Council of Australia Board will formally approve all Committee appointments.

Where possible, appointments to the Committee reflect Australia's geographic, ethnic and gender diversity. Stakeholder groups are requested to submit two appropriate nominees to facilitate this aspiration.

Each Committee appointment will normally be for a period of three years. Committee Members are eligible for re-appointment on completion of a term for either two or three years to facilitate continuity. Committee Members can be appointed for a maximum of two terms.

Members sit on the committee on an individual basis and may not be substituted.

A Committee Member may voluntarily stand-down from their role by providing written notice to the CEO of the Architects Accreditation Council of Australia.

In extraordinary circumstances, the Architects Accreditation Council of Australia Board may by written notice remove a Member of the Committee, e.g. for a serious breach of the Code of Conduct,

or because the Member is unable for an extended period to contribute to the Committee, or because the Member has been found guilty of a criminal offence, or has otherwise engaged in conduct likely to bring the Committee into disrepute.

CHAIR

The Chair of the Committee will be selected by the Committee by resolution and that term shall be for the remaining or the entire term served by the selected Member, or for any other nominated period as agreed by the members and the Architects Accreditation Council of Australia Board. Should the Chair of the Committee be absent from a meeting and no acting Chair has been previously appointed by the Committee, the Members of the Committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

QUORUM

A quorum of the Committee shall be three, including the Chair (or acting Chair).

A decision carried by a majority of the votes cast by Members of the Committee at a meeting is a decision of the Committee.

A resolution of the Committee becomes a valid decision despite the fact that it is not voted on at a meeting if that decision is arrived at by a majority of the Committee Members by email, video conference or other communication method approved by the Committee. Any resolution sought by this method shall follow terms established by the Committee.

MEETINGS

The Committee will meet four times per calendar year with at least two of these meetings being face-to-face meetings. Additional meetings of the Committee can occur by videoconference and or any technological means as agreed to by all members of the Committee.

Tentative meeting dates will be advised six months in advance.

The Secretariat is responsible for liaising with Committee Members and providing confirmation of the date, time, and venue with a minimum of four weeks' notice. The Secretariat is responsible for ensuring the agenda and supporting meeting papers are distributed electronically to members with a minimum of five

working days notice. The draft minutes of each meeting will be taken by the Secretariat and distributed to the Chair for provisional review a maximum of five working days following each meeting, and to the full Committee a maximum of 10 working days following each meeting. A copy of the final minutes will be provided to the Architects Accreditation Council of Australia.

Any matters considered "out-of-session" via email will be noted by the Secretariat with key details, including any decisions or recommendations made, and included in the minutes of the following formal meeting of the Committee.

A meeting of the Committee will be presided over by the Chair.

Face-to-face meetings will generally be hosted in the Board Room of the Architects Accreditation Council of Australia. Meetings will be scheduled to enable Members where possible to travel to the meeting and back in one day. Dependent upon the home location for the Committee Member, accommodation may be provided for one night.

REPORTING

The Committee reports to the Architects Accreditation Council of Australia, through a standing item at the Architects Accreditation Council of Australia Board meeting. The Architects Accreditation Council of Australia then provides a report of actions out of each meeting to the architect registration boards and stakeholders.

The Annual Report will contain an account of the accreditation reviews undertaken during the year, other activities of the Management Committee and Secretariat, and identification of any trends and ongoing issues requiring attention.

Reporting activities are coordinated and supported by the Secretariat.

FINANCIAL ARRANGEMENTS AND INSURANCE ARRANGEMENTS

Committee Members are paid an agreed Sitting Fee for participation in scheduled committee meetings. Where required, economy air travel, cab-charges and accommodation will be arranged by the Secretariat.

All Members are covered by the insurance of the Architects Accreditation Council of Australia while on Committee business.

ROLE OF THE SECRETARIAT

Support for the Committee and its delivery of the accreditation functions will be provided by the Secretariat.

The CEO of the Architects Accreditation Council of Australia has final responsibility for the recruitment, appointment and management of staff to perform the role of the Secretariat. The CEO of the Architects Accreditation Council of Australia will be responsible for the supervision of the Secretariat staff on a day-to-day basis.

In addition to supporting the ongoing operations of the Procedure, with respect to the provision of support to the Management Committee, key functions of the Secretariat are:

- a. developing and maintaining relationships with the Providers and architect registration boards in relation to accreditation matters
- b. providing assistance as required to the Committee in all aspects of their work
- c. preparing and maintaining relevant procedures for the Committee
- d. maintaining all records, including agendas, minutes, and any related reports, recommendations and action items
- e. assisting in the drafting, review and finalisation of the Annual Report on Accreditation of Architecture Programs in Australia and New Zealand
- f. maintaining a clear calendar of Committee meeting and reporting dates, and facilitating the meetings and subsequent reporting
- g. coordinating travel and accommodation for Committee Members to attend meetings
- h. scheduling meetings or other representational commitments
- i. providing the agenda, meeting papers and minutes for each meeting
- j. co-ordination of all Committee correspondence and tasks.

CODE OF CONDUCT

The Architecture Program Accreditation Procedure Code of Conduct applies to Committee Members, Accreditation Standing Panel Members, and Members co-opted to assist with particular tasks. The Code of Conduct sets out the expected standards of professional conduct including collegiality, confidentiality and appropriate management of conflict of interest. The Code of Conduct assists Members

perform their functions under the Architecture Program Accreditation Procedure and maintains confidence in the effectiveness and transparency of the Procedure in the architecture community.

In the event of a formal complaint against a Committee Member involving the Code of Conduct, an ad-hoc committee will be established comprising a member of the Committee, the CEO of the Architects Accreditation Council of Australia, and an independent person nominated by the Board of the Architects Accreditation Council of Australia. The investigating committee may recommend to the Board of the Architects Accreditation Council of Australia that the complaint be dismissed, that the complaint be upheld and the member receive counselling about his or her conduct, or in exceptional cases that the complaint be upheld and the person be removed from his or her position.



Code of Conduct

CONFLICT OF INTEREST

Conflict of interest is noted in the Code of Conduct. Declaration of potential or actual conflict of interest is to be a standing agenda item for all meetings. The Secretariat is required to maintain a conflict of interest register.

CONFIDENTIALITY

Confidentiality is noted in the Code of Conduct. All Members will be required to sign a standard confidentiality agreement upon commencement of their appointment.

REVIEW

The Committee may seek to make revisions to the Terms of Reference at any time in consultation with the Architects Accreditation Council of Australia. This document forms part of the Procedure (as amended from time to time) and as such any changes are subject to the approval of the Architects Accreditation Council of Australia Board.