

# IPAA Queensland Emerging Leaders Working Group

## TERMS OF REFERENCE

The Emerging Leaders Working Group was established in 2022 to advise the Council of the Institute of Public Administration Australia, Queensland Division, hereafter referred to as IPAA Queensland, as set out in this Terms of Reference.

### **Vision**

*Develop and implement strategies to foster continuous improvement and better practice in relation to IPAA Queensland's engagement with emerging leaders across the public purpose work landscape.*

### **Objective**

The purpose of the IPAA Queensland Emerging Leaders Working Group, hereafter referred to as the Working Group is to:

- Provide an opportunity for emerging leaders from IPAA Queensland member organisations and IPAA Queensland individual members to contribute to IPAA Queensland's vision, direction and activities
- Provide a cadre of emerging and early career public servants and those engaged in public purpose work whom IPAA Queensland can call on for advice, assistance and support when required
- Progress the IPAA Queensland strategic priority of growing young professional (emerging leaders) membership
- Promote the engagement of emerging leaders in IPAA Queensland events, activities and thought leadership.

### **Role**

The role of working group members is to:

- Provide ideas, advice and recommendations to Council (in line with IPAA Queensland's mission and values) on how best to engage with emerging leaders, develop events and activities that attract emerging leaders and ultimately grow membership among emerging leaders and early career public service professionals
- Actively champion, promote and support IPAA Queensland activities and events within their organisations and networks and assist with innovative products and events that appeal to their peers, etc.
- Develop their networks, capability and build collaboration and influencing skills while helping contribute to the success of IPAA Queensland and shaping its direction
- Receive coaching and mentoring from IPAA Queensland councillors and be exposed to broader public service and public administration directions and thinking
- Provide thought leadership on building an emerging leaders network, debate ideas and exchange information to enhance the capability of their fellow emerging leaders and IPAA Queensland.

### **Composition of the Working Group**

- The Working Group will consist of emerging leaders drawn from an expression of interest process conducted on a biannual basis.
- The Working Group will consist of emerging leaders who are IPAA Queensland individual members or employees of IPAA Queensland organisational members who are appointed through the biennial Expression of Interest.
- Two IPAA Qld Councillors will be dedicated to stewarding the Emerging Leaders Working Group.

### **Membership**

- Emerging Leader Working Group members must be a current financial individual member of IPAA Queensland or be employed by a current IPAA Queensland organisational member (including non-government organisations).
- New members of the Working Group will be appointed by the IPAA Queensland Council.
- Membership will be for a period of two years with the option to extend as appropriate.
- Resignation from the Working Group is to be submitted in writing to [ipaaqld@psc.qld.gov.au](mailto:ipaaqld@psc.qld.gov.au).
- Membership of the Working Group shall be subject to relinquishment if a member fails to attend two consecutive meetings without prior notification or contact with IPAA Queensland Council stewards. This action is taken to ensure active and engaged participation amongst members.

### **Quorum**

- The minimum quorum for a meeting is half of Working Group members including either the IPAA Queensland CEO or an IPAA Qld Council steward. Meetings may proceed without a quorum, in which case decisions will be ratified out-of-session via email with all Working Group members included.

### **Frequency of meetings**

- Meetings are held every six (6) weeks, or as required, by agreement.
- Meetings are chaired by Working Group members on a rotational basis.
- The agenda is flexible and is open for all members to propose and discuss items for consideration.
- The Working Group should consider IPAA Queensland's published strategic priorities and directions when discussing or putting forward strategic decisions.

### **Record of meetings**

- The Working Group is to ensure that an agreed written record of each of their meetings is provided to IPAA Queensland in a timely manner.
- Meeting minutes will be taken by an appointed member of the Working Group.
- The minutes of each meeting will be tabled at the quarterly IPAA Queensland Council meetings. The IPAA Queensland Council stewards will provide the Working Group with feedback and seek their input and comment on relevant IPAA Queensland Council matters.

### **Staff attendance**

IPAA Queensland staff members may attend meetings to observe and contribute to discussions.

### **Values and behaviours**

- **Inclusion** – we embrace all people and promote equal access to opportunities and resources
- **Collaboration** – we recognise we are part of a bigger team willing to work across boundaries and ensure all voices are heard
- **Respect** – we value all roles, backgrounds and experiences and their contributions to public purpose work
- **Integrity** – we are committed to upholding honest and ethical behaviour
- **Innovation** – we bring together practical implementation of ideas leading to improved outcomes for emerging leaders
- **Empower** – we build up and enable emerging leaders to understand what they can do to reach their full potential.

### **Manner of conduct**

- The Working Group, and its members, must conduct itself in a professional manner when it is representing IPAA Queensland.
- The Working Group, and its members, must use the public service values to guide their behaviours and conduct when participating in Working Group and IPAA Queensland events.

### **Finance**

- The Emerging Leaders Working Group must request budget for events and activities by approaching IPAA Queensland for funding, noting events should be self-funding.
- The Working Group has the resources of IPAA Queensland at its disposal subject to the CEO's and Council's approval.

### **Document control**

Reviewed and approved by IPAA Queensland Council on 3 November 2023.

*\* The Terms of Reference will be reviewed every 12 months at the beginning of the calendar year, or as required.*