

## 1. INTRODUCTION

The Hepburn Shire Council Heather Mutimer International Women's Day Women's Honour Roll Organising Committee was first established by Council as an Advisory Committee in October 2009 to oversee the Women's Honour Roll process and organise an appropriate function.

The Heather Mutimer International Women's Day Honour Roll was launched in 2005 and each year, as part of the week of International Women's Day – up to five names are added to the Honour Roll.

The nominee must have demonstrated:

- Advancing gender equity.
- Exhibiting leadership qualities and sharing of individual skills and knowledge.
- Creating an environment towards which long-term and sustainable change is possible.
- Contributing creative, unique or innovative ideas or initiatives.

Honour Roll inductees are announced at a function which takes place around International Women's Day (March 8). This is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

The Heather Mutimer International Women's Day Honour Roll Committee is an advisory committee and not a decision-making body and will make recommendations to Council on matters for determination.

## 2. OBJECTIVES

- To provide advice to Council and its officers on the International Women's Day Women's Honour Roll including:
  - Contribute to the promotion the IWD Honour Roll and event.
  - Review and provide feedback on Honour Roll guidelines.
  - Encourage participation of women to nominate for the Honour Roll.
  - Providing input/advice to Council on the review of nominees for the Heather Mutimer Honour Roll, including the recommendation of nominees to be placed on the roll each year.
  - Develop the citations to be communicated about the successful nominees.

## 3. MEMBERSHIP

The committee membership positions are voluntary, and membership will comprise of a Councillor as the Chair and between 4 – 7 community members who are committed to working positively to meet the objectives of the Committee. The Committee will operate with a minimum of four (4) members and a maximum of seven (7) members.

Membership will be invited by way of an Expression of Interest (EOI) and recommendations of appropriate members will be presented to Council for consideration and appointment will be by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process.

From time to time, may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit or add value to the general performance of the Committee.

### 3.1 SELECTION PROCESS

The Selection Committee will include the appointed Councillor representative and two Council Officers representatives. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

### 3.2 REQUIREMENTS FOR MEMBERS (Criteria)

Advisory Committee members will be able to demonstrate some of the following:

- An interest, knowledge and understanding of relevant practices that advance women's rights.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.
- A high level of female representation will be encouraged.

### 3.3 TERMS OF APPOINTMENT

- Appointments will be for a four-year (4) term.
- Council will appoint a Councillor to chair the meetings.
- Heather Mutimer Honour Roll Committee members completing a four-year term may re-apply for a further four-year term.

## 4. HEPBURN SHIRE COUNCIL

### 4.1 Role and Responsibilities

Council will have accountability for management of the Heather Mutimer International Women's Day Honour Roll Committee.

Council is committed to working co-operatively with committee members to continue the Honour Roll.

Council will organise and deliver an annual event in March to announce and celebrate the inductees.

## 5. ADMINISTRATION AND CONDUCT

### 5.1 Administration

The Committee will receive administration support by a Council Officer.

The Committee will likely meet 2 (two) to 4 (four) times annually.

Minutes from the Committee Meetings will be presented to Council at the corresponding Ordinary Meeting.

### 5.2 Conduct

All members of the Heather Mutimer International Women's Day Honour Roll Committee will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in revoking the member from representing the committee.

### 5.3 Administration Amendments

The Chief Executive Officer is authorised to make minor amendments to the Heather Mutimer International Women's Day Honour Roll Advisory Committee Terms of Reference.