



LGMA Queensland Villages

General Terms of Reference

LGMA Queensland
Level 6, Quay Central
95 North Quay
Brisbane Qld 4000
07 3174 5006
admin@lqmaql.org.au

October 2015

Background

LGMA Villages are an integral part of LGMA Queensland, representing the diversity of our membership and the local government sector as a whole. LGMA Queensland actively supports a diverse group of Villages which provide a valuable forum for local government professionals to share information and knowledge, provide professional development opportunities, establish best practice standards across the sector and identify opportunities for expert input.

Purpose

LGMA Queensland Villages enable members to form networks, focusing on their particular area of expertise within a broader local government context. This is achieved via the sharing of information and knowledge, provision of professional development opportunities, and the establishment of best practice procedures.

Roles & Responsibilities

LGMA Queensland Villages operate with a high degree of autonomy, determining their own group structure, purpose, goals and agendas. To ensure a cohesive and integrated response which reflects the entire organisation, Villages are expected to keep the LGMA Queensland Board briefed on issues or matters of interest to enable the organization to respond and/or take action.

Each Village is encouraged to develop a set of guidelines which outline:

- The Village's goals and objectives
- The membership profile and requirements
- Village Executive election/appointment procedures
- Internal group communications
- Meeting format and frequency
- Other relevant information

All LGMA Villages are required to operate in a manner consistent with LGMA Queensland's Rules of Association (refer to the Rules of Association link in the 'About' section of our website).

To ensure continuity and consistency, all correspondence that is disseminated under the LGMA Queensland banner will be sent through LGMA Queensland. All LGMA Queensland Village correspondence, meeting agendas and meeting minutes will be sent/approved by LGMA Queensland. LGMA Queensland will not circulate any correspondence on behalf of a Village without prior approval by the Village Executive or nominated official/member.

Other Roles & Responsibilities of LGMA Queensland Villages

- Assisting with the development, planning and project management of professional development activities with logistical and marketing support from LGMA Queensland when requested.
- Providing expert information and advice on legislative, policy and programme development issues to ensure high quality representation and advocacy within local government and other levels of government.
- To work with other LGMA Queensland Villages and other local government groups to ensure integration of knowledge, support and advice.

Representation & Submission

LGMA Queensland will assist communication between the LGMA Queensland Villages and State and Federal Governments and other stakeholders as requested.

LGMA Queensland will seek and represent the views of its Villages where expert advice is required in the consultation process on legislation, policy and programme development.

Where opportunities exist to submit for project work or other funding, LGMA Queensland will work with the Village to enable the work required to be done without undue burden on the Village Executive and members and will manage the communication with the funding body. All submissions will acknowledge the work carried out by the LGMA Queensland Village which has formed the basis of such a submission.

LGMA Queensland will provide appropriate assistance and support to Villages to ensure that all representation is genuinely representative of the wider sector not just a small group of professionals.

To ensure continuity for all LGMA Queensland stakeholders, any representation that is disseminated under the LGMA Queensland banner must be consistent with LGMA Queensland sectoral positioning.

Sponsorship & Corporate Sector Relationships

All corporate sponsorship and partnership approaches and negotiations should be carried out by LGMA Queensland in accordance with the Corporate Partners' policy.

Membership

LGMA Queensland members can choose to be a member of an LGMA Queensland Village as an additional benefit of their membership.

Local government employees who are not LGMA Queensland members can choose to join an LGMA Queensland Village at nil cost per year. Village membership includes the following benefits:

- Access to the online Village website.
- Attendance at Village networking events at Village Member Rates
- Receipt of any Village publications ie. eNewsletter, Village updates and event notification

Village Queensland

All LGMA Village Executives are elected or appointed by their members/peers every 12 months. Election/appointment procedures need to be agreed upon by the Village membership.

All Village Executives are required to be Members of LGMA Queensland.

All Village Executives are required to be currently employed by a Queensland council.

Executive Positions

- President
- Vice President (optional)
- Secretary

Role of the Executive

- Provide a leadership role, keeping the Village operational and focused
- Be the contact point for the Village and its activities
- Ensure arrangements are in place for planning of topics, meeting agenda, times, dates and venues for meetings
- Convene and ensure arrangements are in place for the meetings to be Chaired and appropriately recorded
- Ensure co-ordination and liaison with LGMA Queensland on issues, notices of meetings, content of meetings, venues and catering arrangements
- Ensure meeting and event agendas, minutes and other relevant correspondence is viewed by LGMA Queensland prior to distribution
- To provide a brief annual report of all Village activities to the LGMA Queensland Annual General Meeting
- To provide a brief report for inclusion in the LGMA Queensland Annual Report

Meeting Frequency

Meeting frequency is to be determined by the individual Village with a minimum of 2 meetings per calendar year unless otherwise agreed.

Role of LGMA Queensland

LGMA Queensland is committed to providing all Villages with logistical, administrative and marketing support as required, including:

- LGMA Queensland employee to be appointed as dedicated LGMA contact, providing liaison support and advice to Village Executive and will attend Village meetings when applicable.
- Assist with the development of events and submissions
- Assist with budget and financial arrangements where required for meetings, events and submissions
- Actively promotes all Villages through LGMA Queensland quarterly magazine The Journal, electronic communications and event marketing.
- Provide each Village with its own webpages on the LGMA Queensland website which is updated regularly.
- Administer and manage the Village Member database.
- Confirm meeting times with Village Executives and circulates notices, agendas, minutes and notes on request.
- Liaise with host councils as required.
- Publish a Village Event Calendar on the LGMA Queensland website.

Relationship with LGMA Queensland Board

From time to time, the Village Executive will be asked to provide reports for the purpose of promoting their activities through The Journal or other publications.