



IPAA NSW Women's Leadership Network Committee

Terms of Reference

The Women's Leadership Network aims to increase representation and support women in public sector leadership roles by:

- actively promoting and supporting women already in public sector leadership roles;
- addressing systemic organisational barriers to women's advancement in the public sector, and
- empowering future generations of public sector leaders.

The Women's Leadership Network will consist of:

- an organising committee – a key group of 8-10 people who will drive the direction and priorities of the Network;
- a reference group – a group that contributes to and provides feedback on the work of the organising committee, and
- the broader network.

One of the first tasks of the Women's Leadership Network organising committee will be to review the previous working group's strategy. This strategy was designed to ensure that current and future executive public sector women are maximising their potential and these women are supported and empowered to achieve public sector leadership roles.

Membership of the organising committee and reference group will be revisited every two years. If more nominations than places are received for the organising committee, then a vote will be held.

Women's Leadership Network Committee is a Committee of the NSW Council and will be a standing item on Council meeting agendas.

Organising Committee

Membership of the committee is by self-nomination. All committee members must be IPAA members and an IPAA Vice President will always be a member of the Committee. Membership will not be restricted to females – men are encouraged to nominate.

The Chair of the Committee will be appointed for two years and will remain as a member of the Committee for a further year to ensure continuity. IPAA Vice President Madeleine Culbert will chair the first term, thereafter the Committee will elect the chair.



Organising Committee (Continued)

The organising committee will meet monthly for the first 6-12 months. Voting of the committee will be decided by consensus with the Network chair holding the deciding vote, if required.

Conflicts should be disclosed at each meeting. Meeting notes will be taken and circulated within a week of each meeting. Agenda items will be called for circulated before each meeting. Each meeting will have a quorum of 50% including the Chair or the Chair's representative.

Reference Group

The role of the reference group is an advisory group or 'sounding board' to the Committee. Reference group members must also be IPAA members and should be willing to be IPAA champions.

The reference group will be convened on an as needs basis. The reference group will largely communicate by way of email, with perhaps a couple of meetings/activities with the committee each year.

Notes and decisions from committee meetings and any other relevant items and requests for feedback will be forwarded to reference group members by email. The Committee will decide which items are for information and which items are for feedback.

Members of the reference group will be co-opted to the committee if a vacancy occurs during the term of the committee. Reference group members can be appointed at any time – on the endorsement of another reference group member or one of the committee.

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