



# Terms of Reference

## First Nations Committee

**Review responsibility:** Committee chair with CEO

**Review frequency:** Annually

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	AES Board	19 Nov 2017	19 Nov 2017	Original version
2	AES Board	5 August 2018	5 August 2018	All to make congruent with Conduct document
3	AES Board	November 2024	November 2024	All to make congruent with 2024-2028 strategy

### 1. Primary strategic focus

Culture domains (also contribute to other AES domains)

### 2. Purpose

The primary responsibility of the First Nations Committee, the Culture domain will build a strong community of First Nations evaluators, promote knowledge exchange between mainstream and Indigenous approaches.

It aims to ensure evaluators practice cultural safety and trauma-informed methods, advocate for First Nations-led evaluations, and embed ethical practices.

### 3. Strategic outcomes & priorities:

#### Goals/Desired Outcomes

1. Strong community of First Nations evaluators
2. Evaluation pathways for First Nations Peoples promote knowledge exchange between dominant mainstream cultures and indigenous approaches, and two-way understanding
3. All evaluators embark on a journey towards culturally safe and trauma informed practice
4. Advocate for First Nations-led evaluations
5. Culturally safe, trauma informed, and ethical practice is an essential evaluation competency

#### Priorities

- Enhancing and evolving the cultural safety framework and training
- Resourcing emerging and established First Nations evaluators
- Creating a safe space and connecting First Nations Peoples and knowledges
- Guide the development of an AES alternative reconciliation action plan

## **6. Responsibilities**

Provide advice and support to all of Board members and associated committees on culture and cultural competency in quality evaluation.

Provide advice to the Conference Committee regarding aspects of cultural knowledge that the Conference committee need to consider when planning the annual conference, including but not limited to cultural protocols, appropriate speakers, support for the CSG award holders and appropriate themes which encourage participation by Indigenous evaluators.

## **7. Chair**

AES Board member, supported by a Committee secretary

## **8. Membership**

- At least six Indigenous members drawn from the AES membership and/or wider evaluation community as necessary.

## **9. Quorum & decision making**

- A quorum will be the Chair and at least three other members.
- Decisions of the committee shall be made by a consensus of all committee members, either during meetings (if all members are in attendance) or by email (or other) communications.
- The CEO and other AES staff may not be included to constitute a quorum.

## **10. Meetings, reporting and minute taking**

- The committee should hold regular meeting, as decided by the committee
- The Chair will report in writing or by oral presentation to each AES Board meeting.
- Meetings may be called at any time by the Chair or on request to the Chair by one or more members of the committee.
- The committee will be supported by, and meetings will be administered by an AES staff member.

## **11. Conflict of interest**

All members will be required to declare any potential conflict of interest related to their involvement in the Committee or working group, including items on each meeting's agenda.

The Chair's role is to monitor and address any potential conflicts of interest arising in the course of work being undertaken by the Committee or its sub-groups.

## **12. Confidentiality and Non-Disclosure**

The Pathways Committee (Committee) is a Board Advisory Committee, its members are bound by the same confidentiality and non-disclosure principles as Directors.

- With the exception of disclosing information necessary to carry out the work of the Board, Committee and/or operations of the AES, Committee members (members) must keep confidential all information pertaining to matters dealt

with by the Committee. This includes meeting minutes, agendas, reports to the committee and Board and associated documents, and information contained in those documents

- The obligation to maintain confidentiality continues to apply even after a person has left the Committee; and
- Any person [such as CEO, staff, or invited visitors] who is not a member of the Committee but is present at a meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

Papers means all written and electronic communications to Committee members including without limitation Committee papers, Board reports, submissions, minutes, letters, memoranda, other sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to members during their time on the Committee.