



Terms of Reference

Pathways Committee

Review responsibility: Committee chair with CEO

Review frequency: Annually

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	AES Board	November 2023	November 2023	Original version
2	AES Board	November 2024	November 2024	All

1. Primary strategic focus

Pathways domain of the strategic plan

2. Purpose

Focusing on the Pathways domain “Clear professional and career pathways,” the Pathways Committee will play an advisory role to the Board and work to support and enact the AES Strategic Plan.

The Pathways Committee’s main function will be to advise the Board and CEO on:

- Current Strategy (e.g. existing Domain priorities, matters referred by the Board)
- Emergent Strategy (e.g. bring new/nascent/emerging issues to the Board’s attention)
- Operational Strategy (e.g. oversee and provide governance for discrete projects, to be undertaken by project teams whose membership may draw upon Pathways Committee members, other Committee members and the broader AES membership).

3. Strategic outcomes & priorities:

Goals/Desired Outcomes

1. A vibrant and evolving learning program.
2. Evaluation as a desirable and rewarding career choice.
3. An opportunity for growth and development for new and experienced evaluators.
4. Clear frameworks for guiding excellence in professional practice.
5. Ensure that all guidelines align with cultural safety framework and organisational values.

Priorities

a)

- Scope and develop an holistic AES professionalisation agenda
- Identify new forms of support for evaluators (e.g., internships, secondment, traineeships)
- Undertake research to update AES ethical guidelines and competencies
- Align workshops against the competency framework
- Develop an orientation package for new members
- Develop individualised continuing professional development plan for all Members

4. Included advisory roles

The Pathways Committee may play advisory roles both inward (to the AES Board, CEO and its other committees) and outward (to other organisations and/or public audiences).

5. Responsibilities

The Pathways Committee will play a lead role to promote the AES, the value of evaluation, evidence and evaluative thinking and support activities which build and expand on our existing frameworks and resources to promote excellence in evaluation practice and support professional pathways for evaluators.

The Pathways Committee will develop and implement a workplan, guided by the AES' stated goals and priorities.

6. Chair

A nominated AES member or AES Board member will serve as Chair of the Committee. The appointment of Committee Chair must be approved by the AES Board.

7. Membership

The Committee will comprise

- At least six but no more than ten AES members, or staff members of organisational members
- AES Chief Executive Officer and Membership and Events Executive as ex-officio members.

All Committee members will have a commitment to, and responsibility for, the following elements of good governance:

- Accountability – taking shared responsibility for the operations and impact of the Committee
- Transparency – ensuring that information about the Committee's activities is accessible to the AES Board
- Disclosure – being open to scrutiny and dealing effectively with potential conflicts of interest
- Independence – maintaining a collective decision-making culture and independence from outside direction or interests.

Nominations for membership are sought from all AES members. Nominations are generally requested at the outset of the Committee term, or from time to time at the Chair's discretion.

The AES Board makes the final decision to engage new members of the Pathways Committee, ensuring Committee members bring an appropriate range of skills and experiences. Nominees who are not selected to serve on the Pathways Committee may be placed on a reserve list, in case that Committee members are unable to continue serving in their positions.

8. Quorum

- A quorum will be the Chair or the Chair's representative and 50% of the Committee members
- Decisions of the Committee shall be made on a simple majority basis
- The Chair has a deciding vote in the case of no clear majority
- The CEO may not be included to constitute a quorum.

9. Meetings, reporting and minute taking

- It is recommended that the Committee meet monthly and at least every six weeks
- Responsibility for minute-taking will be an AES staff member or, in their absence, rotated among Committee members
- Meetings may be called by the Chair or on request to the Chair by one or more members of the Committee.

10. Tenure and commitment

- Committee members are selected for a two-year term, and extended by agreement between the member and the Committee Chair
- Committee members are guided by the terms of reference for the Committee
- Committee members must attend to the Committee's function and terms of reference with reasonable care and diligence
- Committee members may be called to contribute to the development of discussion papers or proposals
- The Committee may examine new proposals relevant to the Pathways domain to test whether taking action is in the best interests of the AES and its members
- Committee members will work together in a spirit of cooperation, collaboration and mutual respect.

From time to time, Committee members will have responsibility for overseeing specific projects between or outside meetings to help achieve strategic objectives of the AES. This may involve working with other AES committees.

It is expected that the total time commitment for a Committee member will usually be 2-3 hours per month, and is not expected to exceed 8 hours in a given month. There may however be occasions where this may increase for a specific project.

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.