



Terms of Reference

Policy Committee

Review responsibility: Committee chair with CEO

Review frequency: Annually

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	AES Board	November 2020	November 2020	Original version
2	AES Board	November 2024	November 2024	ALL

1. Primary strategic focus

Leadership Domain

2. Purpose

Focusing on the Leadership Domain (“The trusted voice on evaluation in Australia”), the Policy Committee will play an advisory role to the Board and work to support and enact the AES Strategic Priorities 2024-2028.

The Policy Committee’s main function will be to advise the Board on:

- Current strategy (e.g. existing domain priorities, matters referred by the Board);
- Emergent strategy (e.g. new/nascent/emerging issues requiring the Board’s attention); and
- Operational strategy (e.g. overseeing and providing governance for discrete projects, to be undertaken by project teams whose membership may draw upon Policy Committee members, other AES committee members and the broader AES membership).

3. Strategic outcomes & Priorities:

Goals/Desired Outcomes

- Members have a clear idea of what the AES Vision of ‘quality evaluation that makes a difference’ entails.
- The AES is respected and sought out for comment and thought leadership on key issues and trends relevant to evaluation.
- The role of quality evaluation in government is enhanced.

Priorities

- Build strong relationships with allies in the evaluation ecosystem
- Develop policy positions and guidance documents to support quality evaluation that makes a difference in consultation with other committees, AES staff, and members

- Advocate on issues relevant to members, the profession and the sector
- Keep up-to-date on trends in evaluation practice

4. Included advisory roles

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

5. Responsibilities

The Policy Committee will:

- Play a lead role in promoting the AES and its vision, mission and values;
- Support activities that build the professional standing of evaluation and its utilisation; and
- Develop and implement a workplan, guided by the AES' stated goals and priorities.

6. Chair

The Chair of the Policy Committee will be elected on an annual basis by Committee members.

7. Membership

The Policy Committee will comprise:

- At least six AES Members; and
- An AES Executive Officer (ex-officio).

Nominations for membership will be sought at the outset of the Committee term from all AES members. Based on the list of nominated members, the AES Board will make the final decision to engage members with a diverse set of skills and experiences. Additional nominees who are not selected will be placed on a reserve list, in the case that Committee members are unable to serve in their positions.

8. Quorum

A quorum will be the Chair or the Chair's representative and at least two other members.

Decisions of the Policy Committee shall be on a simple majority basis.

The Chair has a deciding vote in the case of no clear majority.

The Executive Officer may not be included to constitute a quorum.

9. Meetings, reporting and minute taking

It is recommended that the Policy Committee meet at least every six weeks.

Responsibility for minute-taking will be 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

Policy Committee members are selected for a two year term.

Members are guided by the terms of reference for the Committee.

Members must attend to the Committee's function and terms of reference with reasonable care and diligence.

Members may be called to contribute to the development of discussion papers or proposals.

The Committee may examine new proposals relevant to the Leadership Domain to test whether taking action is in the best interests of the AES and its members.

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

The Chair will monitor and address any potential conflicts of interest arising in the course of work being undertaken by the Committee or its working 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.