



Australian Men's Shed Association

SHOULDER TO SHOULDER

Terms of Reference for National Men's Shed Advisory Committee ("NMSAC")

1. Purpose

The NSMAC is established to support the AMSA Board by providing recommendations to the AMSA Board on membership, compliance, complaints and general issues. The composition of NMSAC will provide AMSA State Association Members with a voice at the national level to ensure that AMSA continuously improves its service delivery to both AMSA State Associations Members and AMSA Men's Sheds Members.

The NSMAC acts in an advisory capacity to the AMSA Board and is to implement democratic principles based upon a collaborative / consultative approach of Committee Members sharing their individual specialist knowledge to ensure that issues are resolved to the benefit of the whole of AMSA.

2. Responsibilities

The specific responsibilities of the NSMAC are:

- (a) **Membership.** To work closely with the AMSA Membership Manager reviewing applications for membership to ensure compliance with the AMSA Constitution and By-Laws and ensuring that the membership processes are suited to existing and forecast needs of both potential members and AMSA.
- (b) **Compliance.** The NSMAC will be required to develop process and policy to ensure as far as possible that all AMSA Men's Shed Members are compliant with any applicable legislation that affects their operations, including WH&S compliance and other statutory requirements.
- (c) **Complaints.** To investigate all legitimate complaints in a fair and unbiased manner making recommendations to the AMSA Board of the course of action to be taken. This may include referral to

external authorities where appropriate.

- (d) **General Issues.** Provide advice and recommendations to the AMSA Board on each of the following:
- To review general issues raised by AMSA State Association Members and to provide recommendations to the AMSA Board on need for general policies to be developed at a national level.
 - To identify potential service delivery needs across the States and recommend proposed methods of implementation.
 - To identify potential funding opportunities that will enhance AMSA service delivery and capacity on a State by State basis and avoid duplication.

3. Composition

The NMSAC will comprise:

- (a) at least two Directors of AMSA, one of whom will be the Chairman of the AMSA Board, who will act as Chairman of the NMSAC;
- (b) one representative of each AMSA State Association Member appointed by the AMSA Board;
- (c) the AMSA Membership Manager.

The NMSAC may be assisted by AMSA staff as and when required.

4. Committee Member skills

Committee members will be required to have:

- (a) A comprehensive understanding and experience of Men's Sheds;
- (b) An extensive knowledge of AMSA's service delivery and operations;
- (c) A comprehensive knowledge and understanding of AMSA By-Laws and Constitution;
- (d) An understanding and practical experience in operating a Men's Shed;
- (e) A comprehensive understanding of general regulations associated with Incorporations Acts for each State;
- (f) An understanding of AMSA's Insurances package;
- (g) An understanding of the legal and statutory obligations governing activities of Men's Sheds.

5. Professional Integrity and Ethical Standards

NMSAC Committee Members must maintain a high standard of professional integrity in undertaking their responsibilities. Confidential information received in the course of their duties as a Committee Member of NMSAC must not be disclosed other than as permitted under these Terms of Reference, unless that disclosure has been authorised by AMSA or the person from whom the information is provided, or is required by law.

The NMSAC is to make recommendations to the AMSA Board having regard to the best interests of AMSA and for its charitable purposes, as well as the interests of the wider Men's Shed Movement .

6. Processes & Meetings

Meetings of the NMSAC will be held once a month. The NMSAC may meet via any electronic means which enables all Committee Members to participate in the meeting, provided that the NMSAC holds a minimum of four face to face meetings per year at the AMSA offices.

A quorum for a meeting of the NMSAC comprises a majority of the total number of Committee Members rounded up to the nearest integer. If a quorum ceases to be present during a NMSAC meeting, the meeting may continue but the Committee Members must not vote on any resolution.

The Chairman shall preside at all NMSAC meetings. If the Chairman is absent or not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Committee Members present shall elect one of their number to preside at that meeting.

At a meeting of the NMSAC, each Committee Member will have one vote. Questions arising at any meeting of the NMSAC must be decided by a majority of votes. In the case of an equality of votes, the Chairman has a second or casting vote.

The Chairman shall ensure that a record of all decisions and recommendations of the NMSAC is maintained. The Chairman may appoint a recording secretary as appropriate.

7. Membership Assessment

The NMSAC will be required to review all applications for membership with AMSA and ensure that applicants are compliant with the AMSA

Constitution and By-Laws, specifically the AMSA Conditions of Membership By-Law.

The AMSA Membership Manager will circulate membership applications to the NMSAC Committee Members prior to each meeting for their review.

The NMSAC should seek to review membership applications in a timely manner, having particular regard to Men's Sheds wishing to join the AMSA Insurance Scheme which may require immediate coverage.

The NMSAC will make recommendations to the AMSA Board for the approval or rejection of membership applications. Following a decision by the Board, the AMSA Membership Manager will be responsible for responding on behalf of AMSA to all applicants.

The NMSAC will also be responsible for considering requests by Non-Shed Auxiliaries or Developing Men's Sheds for subscription arrangements and making recommendations to the AMSA Board in respect of such.

8. Complaints

The NMSAC will be required to review complaints formally lodged with AMSA and make an evaluation and recommend a course of action to the Board. All complaints are to be managed in accordance with the AMSA Complaints policy. The committee is also to review the complaints policy annually and recommend any changes to the AMSA Board for consideration.

All complaints received are to be circulated to the NMSAC prior to the monthly meeting.

Breaches of AMSA By-Laws may be investigated by the NMSAC, or an NMSAC nominated representative, and any actions to be taken or other decisions recommended to the AMSA Board. Any reported breaches of law should be reported to the relevant authorities.

9. Review

These Terms of Reference will be reviewed annually by the AMSA Board and may be revised to improve existing procedures or reflect changes in any applicable legislation. The NMSAC is responsible for making recommendations to the Board as to updates which should be made to these Terms of Reference.

The Chairman of the AMSA Board is responsible for ensuring that:

- (a) these Terms of Reference, and any related documents, are updated when necessary to reflect changes in the law or when otherwise appropriate; and
- (b) the current updated version of these Terms of Reference is provided to all Directors and NMSAC Committee Members.