



CHAPTER COUNCIL GUIDE

WELCOME TO THE IIA-AUSTRALIA CHAPTER COUNCIL GUIDE.

Since the formation IIA-Australia (IIA-AU), state and territory based (Chapter) volunteers have been the lifeblood of our organisation, making us stronger through peer-to-peer relationship building (growing membership). To leverage this power, IIA-AU has a Council in each Chapter and appoints Councillors, who are leaders in the profession.

The purpose of Chapters is to provide a local community and forum for members. The Chapter is the primary mechanism for providing members in each State/Territory the opportunity to meet and create professional networks. It also provides the opportunity for input to IIA-AU on member needs and issues.

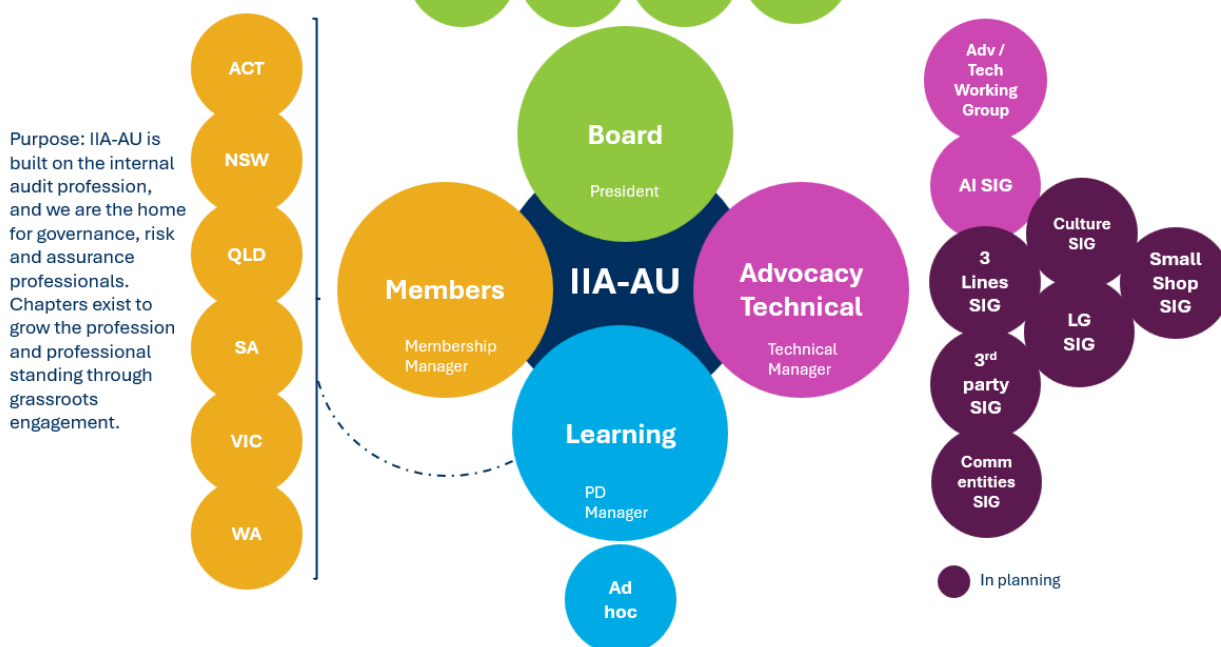
The Chapter Council Guide (the Guide) provides an introduction to the roles and responsibilities of Councils and their members. It should be read in conjunction with the Constitution and By-laws.

A Chapter is not a legal entity, and a Council is not a governing body, but the Council is an essential part of the organisational structure of the IIA-AU.

SOCIOCRACY MAP

Chapter Councils form an integral part of IIA-AU's membership engagement and strategic direction. The diagram below shows the many societal groupings where IIA-AU members volunteer. While an integral part of the fabric, each of the outer groups has a volunteer leadership structure and a degree of self-determination in how to achieve its goals. The Guide explains this in detail for Chapters.

IIA-AU's Sociocracy Map



THE PURPOSE OF CHAPTER COUNCILS

IIA-AU is built on the internal audit profession, and we are the home for governance, risk and assurance professionals. Chapters exist to grow the profession and professional standing through grassroots engagement. Under the leadership of Council Chairs and Vice-chairs, Councils are responsible for:

- Localised member engagement
 - development and delivery of a cohesive annual program of local face to face member meetings
 - development of a whole of region engagement program
 - reaching out to fellow practitioners to share the value of membership, encouraging new or reinforcing existing membership of IIA-AU
 - supporting new member onboarding by welcoming them to the professional community
 - supporting local members
 - identify talented leaders for local, national, regional and global volunteering opportunities
 - foster localised member discussions through LinkedIn and other platforms as provided
 - other initiatives as agreed in the annual activity plan
- Membership intelligence
 - listening to the local profession and channelling member and non-member needs through to IIA-AU management
 - actively engaging in national forums for the sharing of insights with sister-councils and Management
- IIA-AU advocacy and technical programs
 - support Management's outbound stakeholder engagement program at the local level
 - support the Advocacy and Technical Working Group on initiatives as requested
 - raise with Management Advocacy opportunities and Technical resourcing needs

Importantly, Chapter Councils and individual Councillors have a duty to act in the best interests of IIA-Australia, irrespective of personal, professional, commercial or other interests, loyalties or affiliations.

STRUCTURE

Each Chapter must have at least 5 members and can have up to 15 members. See the IIA-AU By-laws for governance details. A Council can decide to establish its own working groups and sub-committees to assist it achieve its goals.

An IIA-AU Board member and staff member will be appointed to each Council to act as the Council's liaisons. These roles are your key conduits for two-way communication/feedback and are critical in ensuring alignment, operationally and strategically.

It is the Council's responsibility to ensure there is effective Council renewal, including that:

- Councillors are actively engaged over the course of the year or step-down to make way for someone else who can contribute over that time
- it maintains a mix of skills and backgrounds that broadly reflect the nature of the Chapter membership base so that it can effectively reflect the needs of members
- there are sufficient councillors to undertake the program of work
- there is built-in support for Council leadership and succession planning for leadership positions.

OPERATIONS

PLANNING

To ensure strategic alignment, each year each Chapter Council is required to:

- Plan
 - develop an annual calendar-year activity plan with KPIs (by 1 October)
 - participate in the plans review with Management for Management approval for inclusion in the IIA-AU annual business plan (by 1 November)
- Report performance against KPIs twice yearly – by 1 June and 1 November.

Ahead of the planning cycle, each Chapter will receive:

- draft KPIs, which will include the types and minimum number of events to be delivered and supporting membership actions
- a calendar of proposed block out dates such as school holidays and major IIA-AU events
- an updated set of 'standard operation procedures' and available in-kind sponsorship packages

THE ACTIVITY PLAN

The aim is to ensure relevant and timely local programming. This should:

- before anything else, focus on a series of face-to-face all-member events - as this is a key differentiator to the myriad of online options. Consider a mix of social / peer networking, technical professional development and think tank forums.
- identify topics of interest and tailor events to the needs of members and non-members
- promote the IIA-AU brand as the leading professional body for internal auditors and the governance, risk and assurance profession (Line 2)
- look for segmented activities to compliment the face to face all member program – examples include a CAE-only forum, student and university engagement, tech and cyber (these will need to be managed within the broader IIA offering).

REGULAR COUNCIL RESPONSIBILITIES

Each Council is required to:

- hold monthly council meetings that include the Board and Staff Liaisons
- designate at least one Councillor to represent the Council at its events
- review the list of lapsed Chapter member, personally reach out to those known and provide any relevant feedback on the others listed

FINANCES AND CONTRACTUAL OBLIGATIONS

The Council and its Councillors do not have the authority to commit IIA-AU resources nor to bind it by contract, other than to arrange in-kind sponsorship (venue and catering) of member events. The annual Activity Plan can be used to secure some funds to support activities. Funds are limited (see Activity Plan template). For the securing of sponsorships, Councils can draw on the IIA-AU team for support.

COMPLIANCE AND INTEGRITY

The Council (and Councillor) will:

- promote ethical behaviour and adherence to the Standards amongst its members
- ensure compliance with relevant laws and regulations, and IIA-AU's vision, mission, policies and procedures – details of which are maintained on your Chapter portal.
- act honestly, in good faith and in the best interest of the IIA-AU
- not allow personal interests, or the interests of any associated person or other organisation, to conflict with the interests of the IIA-AU
- not engage in conduct likely to bring discredit upon the IIA-AU
- not make statements on behalf of or give the impression of representing the IIA-AU to media or the public

INDIVIDUAL EXPECTATIONS & COMMITMENT

WHAT YOU CAN EXPECT TO DO AS A COUNCILLOR

When you join a Council you hold an important position – one that every winner of the prestigious IIA-AU Bob McDonald Award has filled before you. As such, the Board expects each Council member to:

- actively participate in the work of the Council, especially relating to member engagement
- be able and prepared to commit between 5 and 10 hours a month
- be passionate about the profession and about enabling members with grassroots activity
- roll up sleeves, reach out to others and basically make a difference
- contribute to the growth of the profession and IIA-Australia

As a Councillor, you are required to abide by the Constitution, By-laws, lawful Board and Management directives, this Guide and IIA-AU's policies and procedures.

If you are unable to contribute fully for whatever reason, you may be removed to make way for an alternate. An example of this might be if you cannot attend three consecutive meetings.