



# Australian Institute of **Project Management**

## **Chapter Council Charter**

### **DOCUMENT CONTROL CERTIFICATE**

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Version 1.0	November 2015	Draft
Version 2.0	December 2015	Review by Mike King Chapter Congress Chair, circulated to Congress 6 February 2016
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Version 5.0	August 2016	Board Approval
Version 6.0	December 2017	Board reviewed and approved

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# CHAPTER COUNCIL CHARTER

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*(Approved by the Board on 6 August 2016.)*

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## 1. INTRODUCTION

The purpose of this charter is to document the composition, role, responsibility and election procedures for Chapter Councils of the Australian Institute of Project Management (AIPM) and the relationship between the Chapter Councils and the AIPM Board and national management.

## 2. COMPOSITION

Chapter Councils consist of at least five Councillors elected by the members of the Chapter unless determined otherwise by the AIPM Board.

***Clause 58 AIPM Constitution***

Each Council elects a Chapter President and Vice President who may serve up to four (4) terms of office, but no more than two (2) consecutive terms at a time. A term of office is three (3) years at the discretion of the Council. The Chapter President and Vice President will represent the Chapter at the Chapter Congress during their term of office.

***Clause 59 AIPM Constitution***

Councils may appoint committees for particular purposes. The committees serve at the discretion of the Councils.

## 3. ROLE

The Board has the power to form Chapters in any jurisdiction within Australia or in an International Region where there is relevant affiliation with the Institute.

***Clause 55.1 AIPM Constitution***

The role of a Chapter is to:

- (a) Promote the objects of the Institute and provide representation for members;
- (b) Support, develop and promote the activities of the Institute amongst Members within the region; and
- (c) Present the views of the Members of the Chapter to the Institute.

***Clause 55.2 AIPM Constitution***

Chapters operate at the sole discretion of the Board and in accordance with the Constitution and the Chapter Protocols.

***Clause 55.3 AIPM Constitution***

The affairs of a Chapter will be administered by a Chapter Council of not less than 5 Councillors elected by chapter Members. The Chapter Council affairs will follow the direction of the Board, in conformity with the delegated authority granted to it by the Board and in alignment with the approved corporate strategy.

***Clause 58 1-3 AIPM Constitution***

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To support the Chapter Staff (who reports to the Chief Executive Officer) with regard to:

- (a) Events;
- (b) Member services, member recruitment and retention and member grade matters;
- (c) Programs and initiatives aimed at engaging with segments of the membership; and
- (d) The general conduct of the Chapter, including AIPM programs and professional advancement initiatives.

In the event that a Council or its President wishes to raise an issue about some aspect of the AIPM management, the Board protocol will apply. This says that the matter should be raised first with management (i.e. with the Chief Executive Officer). If the response is found to be unsatisfactory, the matter may be escalated to up the Deputy Chair of the Board to resolve or include on the next AIPM Board agenda.

Councils may undertake additional activities that are delegated to them by the AIPM Board from time to time.

#### 4. KEY ACTIVITIES

##### ***Issues and Policy matters***

The Council will discuss matters currently relevant to the profession and project managers. It can explore with members as to what is of concern within their organisations.

The Council will advise the AIPM on issues arising in its Chapter area, e.g. as a result of state laws or regulations.

##### ***Events***

The Council may support Chapter Staff on events and possible speakers to assist the Chapter to provide quality service to its members and to fulfil its budget.

The Council may suggest subjects or speakers for events of national as well as local interest, to be reported to the national office and taken into account in formulating programs nationally.

##### ***Chapter financial and operating performance***

The Council will receive copies of Chapter KPIs and may comment on them. It may provide general advice to the Chapter Staff on how to improve performance.

##### ***Reporting requirements***

The Council must keep minutes of its meetings and provide these to the Chief Executive Officer or his/her delegate in a timely fashion.

##### ***Frequency and timing of Council meetings***

Meetings will be held at the discretion of the Council. There will be a minimum of four meetings each year. The Council may call additional meetings at its discretion.

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## 5. REVIEW OF CHARTER AND COMPOSITION

- (a) The Chapter Councils will annually review its composition and charters at the meeting following AIPM's Annual General Meeting and recommend any changes to the Board.
- (b) The Board annually reviews the composition of all Chapter Councils and ratifies the Chapter Council charter.

## 6. ELECTION

Council elections and the election of Presidents and Vice Presidents will be in accordance with the AIPM Rules.

National Office will provide induction materials and advice for new Council members or on request to people considering being nominated.

## 7. RELATIONSHIP

### ***AIPM Board***

The Board has the power to form Chapters in any jurisdiction within Australia or in an International Region where there is relevant affiliation with the Institute. Chapters operate at the sole discretion of the Board. The Board may disband a Chapter whenever they deem necessary for the interest of the organisation.

***Clause 55 AIPM Constitution***

### ***Chapter Congress***

Each Council elects a Chapter President and Vice President who may serve up to four (4) terms of office, but no more than two (2) consecutive terms at a time. The Chapter President and Vice President will represent the Chapter at the Chapter Congress during their term of office.

***Clause 59 AIPM Constitution***

### ***Chapter Staff***

Chapter staff members are appointed by, and are accountable to, the AIPM Chief Executive Officer or his/her delegate. The Chief Executive Officer or his/her delegate will consult the Chapter President on the review of annual performance of, and on the appointment or termination of, the Chapter Staff.

The Chapter Staff will normally act as secretary for the Council, arranging meetings and agendas and recording minutes, unless another arrangement is made by the Council.

The Chapter Staff will advise Council meetings on the Chapter's activities, especially on plans for events and other membership related matters.