



AUSTRALIAN ALPS NATIONAL PARKS

AUSTRALIAN ALPS national parks Program Reference Groups (inc. Working Groups) - Duties and Responsibilities -

For the benefit of program delivery, clarity of role and expectation, and healthy functioning of the Alps Program Reference Groups, the following actions have been agreed in principle.

Action	Convenor ¹	Deputy or Co-Convenor	Team members	AAnp Program manager
Organise schedule of meetings ²	✓			PM to liaise with Convenors
Develop & circulate agenda	✓			✓
Chair meetings	✓	✓ (in absence of Convenor)		
Minutes & distribution of		✓		✓ (in absence of Co-convenor)
Follow up of meeting Actions post meeting	✓	✓		
Manage project budgets				✓
Proposal & discussion of projects	✓	✓	✓	✓
Organisation of workshop(s) ³	✓	✓	✓	✓
Maintain reporting back to RG re Alps program updates				✓
Report back on agencies - updates/activities/info			✓	
Provision of updates from funded project officers back to the RefG				✓
Ensure connectivity / networking of all group members ⁴	✓	✓		
Engagement of new members for vacancies	✓			✓
Logistics (inc. catering and travel) for meetings/workshops				✓
Ensure projects and the RG's activities are aligned to the AAnp Program's Strategic Plan (Core values; Immediate Priorities)	✓			✓
Terms of Reference ⁵	✓	✓	✓	✓
Reference Group report back to AALC end of financial year	✓			✓ (in absence of convenor)

¹The Convenor has a vital role to play in the success of the Reference Groups activities. The AALC recognises that outside the noted meetings, the 3 x RG Convenors would need to have a minimum of a half day per month time commitment to the activities of the RG.

² A standard arrangement of meetings per annum would be one face-to-face and 2-3 teleconferences. The face-face is encouraged to be a one night 2 x half days so that travel can be facilitated in the other half days.

³ Workshops are optional, and are usually project connected. Some RG's may see a necessity for a specific activity in any given year and submit a request for funding to the AALC.

⁴ Connectivity of the RG membership is vital and a key leadership role for the convenor. Networking with the group should occur throughout the year. Hence the importance of the teleconference meetings, project reporting, and general sharing of information and activity.

⁵ All RG members need to be cognisant of the AALC's Terms of Reference for the Reference Groups. (Available from the Program Manager)