



STORMWATER  
AUSTRALIA

# Stakeholder Engagement Committee Charter

STORMWATER INDUSTRY ASSOCIATION LTD

ACN 093578164

1. PURPOSE .....	2
2. RESPONSIBILITIES .....	2
3. MEMBERSHIP AND MEETINGS .....	2
4. AUTHORITY.....	3
5. REPORTING PROCEDURES .....	3
6. REVIEW AND ACCESS.....	3

## 1. PURPOSE

The purpose of the Stakeholder Engagement Committee (SEC) is to assist the Stormwater Australia Board of Directors (Board) in fulfilling its governance responsibilities by providing direction and guidance in relation to strategy and initiatives that maintain, grow and enhance stakeholder and member relationships in the following areas:

- 1.1. Membership, marketing and communication tools and initiatives e.g. newsletter/s, website/s, social media, national events
- 1.2. Marketing of products and services
- 1.3. Other matters as they pertain to the above areas.

In fulfilling its obligations, the SEC provides advice and recommendations to the Board within the scope of its terms of reference as outlined in this Charter.

## 2. RESPONSIBILITIES

- 2.1. Make recommendations to the Board in relation to membership, marketing and communications strategies and initiatives.
- 2.2. Evaluate the adequacy and appropriateness of the various strategies to achieve the Board's strategic initiatives in relation to membership, marketing and communications, in particular:
  - a) Articulating and promoting the work of Stormwater Australia and its State Members;
  - b) Communicating the role of the association and the value of membership; and
  - c) Facilitating national initiatives.
- 2.3. Ensure the alignment of Stormwater Australia's membership, marketing and communications initiatives with the Board's strategic intent and planning.
- 2.4. Review and recommend to the Board appropriate financial and resource investments to support and improve Stormwater Australia's positioning and relevance in the market, as well as its support of member States.

## 3. MEMBERSHIP AND MEETINGS

- 3.1. The SEC shall be appointed by the Board and comprise of up to three Directors of the Board. The Board shall appoint a Director as SEC Chair, who shall not be the Chair of the Board.
- 3.2. The Chair of the Board will be an ex-officio member of the Committee.
- 3.3. The Executive Officer/Representative is Secretary of the SEC and will participate in all meetings as advised by the Chair.
- 3.4. The Committee shall meet at least three times per year. The Chair can call a meeting of the Committee at any other time.

- 3.5. Other Board directors shall have an open invitation to attend all Committee meetings. The Committee may extend an invitation to any person to attend all, or part of a meeting. A meeting quorum shall be at least two Committee members present.

## 4. AUTHORITY

- 4.1. The Committee shall investigate any activity within its Charter.
- 4.2. The Committee shall review and approve specific marketing, media and content as directed by the Board.
- 4.3. The Committee shall utilise the Working Groups for specific working group initiatives.
- 4.4. With Board approval, the Committee shall have the authority to commission research and obtain professional advice from appropriate stakeholders and external advisors.

## 5. REPORTING PROCEDURES

- 5.1. The Committee Secretary will be responsible for:
- a) Minutes – circulation to all Committee members for review within two weeks of meeting
  - b) Collation of business papers, including agenda
- 5.2. The Chair of the Committee will report to the Board of Directors at the next possible Board meeting following each Committee meeting on all relevant matters and on Committee activity.

## 6. REVIEW AND ACCESS

- 6.1. This Charter will be reviewed every three years and the Committee can recommend any changes it determines necessary to the Board at any time.
- 6.2. This Charter is available on Stormwater Australia’s website and/ or a copy will be made available on request.

Version Number	Submitted by Committee	Approved by Stormwater Australia Board	Next Review Date
1-0	March 2018		May 2021
1-1		March 2018	May 2021
2-0	September 2021	September 2021	September 2024