# Terms of Reference

# *for*

# The Australian Greens

# International Development Committee (IDC)

## Background

The Federal Government provides funds to the Australian Greens under the Australian Political Parties for Democracy Program (APPDP). These funds shall be managed for the Australian Greens by this committee.

## Role

To manage and administer APPDP grants and other funds managed by the Australian Greens for complementary purposes, in order to assist Greens parties and organisations, principally in developing countries, to develop their capacity to participate in democratic political processes.

This will involve:

* Negotiating contracts with the government and other funders, and providing program proposals, operational plans, activity and program reports and financial acquittals as required;
* Maintaining appropriate records of program plans, activity reports, budgets and financial expenditure to ensure full accountability of the program to both funders and the party;
* Liaising with groups such as the Asia Pacific Greens Federation (APGF) and the Global Greens to determine appropriate activities to fund;
* Assisting groups to develop proposals, to implement activities, and to provide appropriate reports to IDC when required;
* Approving funding for appropriate activities, and monitoring and evaluating all program activities.

## Longevity

The Committee is an on-going standing working group of the Australian Greens.

## Responsibility and Accountability

The Committee:

* Will abide by the conditions set out in all relevant funding contracts;
* Be accountable to National Council and National Conference;
* Be responsible for:

Providing an annual report to the Australian Greens National Conference containing a summary of achievements and any significant issues;

Reporting as required to National Council meetings and National Conference;

Reporting to Greens members via newsletters and magazine articles; and

Liaising with Global Issues Working Group regarding IDC’s activities.

* Will manage its international funding activities in a manner consistent with its Code of Conduct.

## Membership

The Committee will consist of the following members:

1. The Australian Greens National Manager;
2. A representative of the Australian Greens Office Bearers Group;
3. A representative from the Australian Greens Party Room;
4. The Australian Greens International Secretary;
5. A member of the Global Issues Group – Working Group (GIG-WG), preferably with experience in international development, to be selected by GIG-WG;
6. At least three persons with experience in international development, to be selected through the following process:
   1. Advertising to the membership in May each year calling for applications;
   2. Applications are assessed by a selection panel of IDC not including those currently holding these positions;
   3. The selection panel makes a recommendation on appointments to the Office Bearers Group for its decision;
   4. The applicants agreed by the Office Bearers Group to be appointed will take up their role following the next meeting of National Council/Conference.
7. A non-voting Project Officer funded by APPDP and employed by the Australian Greens for the purpose of undertaking associated work of the program.
8. If a member who is selected under point 6 above fails to attend three consecutive IDC meetings without leave, their position as a member of IDC immediately becomes vacant and IDC may request the Office Bearers Group approve an interim appointment to fill the vacancy until the next annual selection process is undertaken.
9. If there is a casual vacancy created by a member leaving the Committee then IDC may request the Office Bearers Group approve an interim appointment to fill the vacancy until the next annual selection process is undertaken.

## Procedures for communication and decision making

The committee will make decisions at face-to-face meetings, at teleconferences, or by other electronic means. It should hold at least one face-to-face meeting each year for strategic planning purposes.

Decisions will be made by consensus wherever possible;

A quorum of the Committee is 2/3 of voting members rounded up, ie 6 of 8 members;

Meetings will be held in accordance with Australian Greens meeting procedures.