

<b>Chair</b>	<p>Chair: Cr Nathan Hersey, MAV Board member</p> <p>Deputy Chair: Cr Jennifer Anderson, MAV Board member</p> <p>Meetings held during the Board caretaker period are chaired by an MAV Officer</p>
<b>Purpose</b>	<p>The purpose of the Professional Development Reference Group (PDRG) is to:</p> <ul style="list-style-type: none"> <li>• Identify councillor capabilities and associated training and development needs</li> <li>• Provide input into the MAV Councillor Development Program</li> <li>• Encourage participation in MAV professional development programs</li> </ul>
<b>Scope</b>	<p>The PDRG will assist with identifying councillor learning and development needs and provide input into the design of the Councillor Development Program.</p>
<b>Membership</b>	<p>The Board determines membership through an Expression of Interest process.</p> <p>The PDRG will comprise a maximum of 5 elected councillors and / or council officers determined by the MAV Board.</p> <p>The MAV will aim to ensure that the membership reflects the diversity of the local government sector including ethnicity, age, gender, role (councillors and senior council officers) and location (metropolitan, regional, and rural).</p> <p>Members must nominate an ongoing substitute member who they can delegate meeting attendance to, should they be unavailable to attend. Substitute members can only attend when the primary member is unable to do so.</p> <p>Primary members who fail to attend three or more consecutive meetings without an apology or provision of a substitute will be deemed to no longer be a member of the Committee.</p> <p>The group can co-opt new members to retain balance and bring in expertise.</p>
<b>Role of Members</b>	<ul style="list-style-type: none"> <li>• To attend all meetings in-person or via video-link or if attendance is not possible, arrange a delegate.</li> <li>• To respond to out-of-session communications.</li> <li>• Inform the MAV of professional development and training needs of councillors.</li> <li>• Provide input into the development of a comprehensive program of training and professional development events.</li> <li>• Offer advice and guidance for potential presenters and trainers.</li> </ul>
<b>Meetings, quorum, and casting vote</b>	<p>The PDRG will meet twice yearly and will be available as hybrid in-person and virtual attendance.</p> <p>The first meeting will occur in Jul/Aug to provide feedback and input into the design of the upcoming Councillor Development Program. The second meeting will occur in Feb/Mar to provide feedback on the previous year's program.</p> <p>Where necessary, a quorum is required to make decisions and will be achieved with the Chair, or Deputy Chair or other nominated MAV Board Member, and 30 per cent of committee members.</p>

	<p>The Chair shall have a casting vote in the event of a deadlock in relation to any matter or motion before the PDRG.</p>
<b>Term of Committee:</b>	<p>The Committee will operate until May 2025 at which time the membership and terms of Reference will be reviewed by the MAV Board.</p> <p>A review of the Terms of Reference may be conducted at any other time, however, proposed updates will be subject to the approval of the MAV Board.</p>
<b>Reporting</b>	<p>Minutes and outcomes from committee meetings to be reported to the MAV Board by the committee Chair.</p> <p>Member councils will be informed of the decisions and activities of the Committee as appropriate.</p>
<b>MAV Resourcing</b>	<p>The MAV office will provide secretariat support to enable effective operation of the Committee.</p>
<b>Media and Communications</b>	<p>The MAV President is the media spokesperson for the MAV.</p> <p>The President may, at times, give express permission for the CEO or another person to act as a spokesperson on a specific matter.</p> <p>All media inquiries that occur in your capacity as a member of an MAV advisory group should be redirected to MAV Communications for the attention of the President.</p>