

Special Group Charter

CPD Task Force



Board Approved 2/9/2020

2 September 2020

Overview

The purpose of the document is to outline the basis for establishing special groups designed to assist the Board in guiding and delivering objectives of the Australasian Fleet Management Association (AfMA).

Section 34.1. of AfMA's constitution allows "the Board may from time to time appoint, constitute or create such committees, working parties, task forces or liaison groups as it deems necessary for the better pursuance of the objects of the Association and will nominate or appoint thereto such chairpersons or persons as it sees fit."

These groups will be highly visible with purpose, goals & objectives and outcomes being published in multiple forums including social media.

A special group will be either a committee or task force. The term committee's will be used for perpetual/functional groups whereas project groups will be called task forces.

Committees will be perpetual in nature and do not expire whereas task forces will generally expire once the project is completed.

Importantly, these groups are active groups and not simply reflective. Group members will need to contribute time and resources for the group to be meet its objectives and be successful.

AfMA encourages all member organisations and members to become active by serving on a special group.

Collectively these groups form AfMA's National Committee.

Process for Establishing Special Group

This document will be prepared by AfMA's Executive Director to request the Board consider establishing a special group in accordance with the terms and conditions outlined in this document.

The completed document will be presented to the Board for its review, amendment, and acceptance.

Once a group is established, the Executive Director will seek interest from AfMA members and their employees in becoming a member of the special group.

Potential group members will be provided with this document for consideration and execution.

What is the Purpose of the Special Group?

This is defined by the Board, however once formed, the group can amend subject to Board approval.

The purpose of this group is to research, develop and test industry acceptance for introducing minimum obligations for ongoing professional development across the fleet and automotive industries.

What are the Goals, Objectives and KPI's of this Special Group?

The objective and goals established by the Board are provided for guidance. It is the responsibility of the group to fine tune these and establish timelines and KPI's to support the groups purpose.

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The goals and objectives of the group are to: -

- Prepare a summary of CPD requirements from different professional industries
- Develop the minimum annual CPD hours for individuals within the fleet and automotive industries.
- Determine what activities should contribute towards an individual's CPD hours.
- Develop a CPD program that can be managed by AfMA's member management system.
- Obtain Board approval for the CPD program.
- Consult industry to get acceptance of the proposed program.
- Seek commitment from industry participants to enroll in the program.
- Develop program launch messages.
- Develop a communications timeline for AfMA members.
- To complete these goals and objectives by the 31st March 2021.

Group Structure and Ideal Skills & Attributes of Members

It is a priority to seek dedicated and effective group members from a diverse range of industries and membership types to participate in this group.

The group will include a Chair, Vice Chair, Secretary and as many members as the Chair believes is workable to ensure the group functions efficiently and effectively.

Each group will include a member of AfMA's Board acting as a liaison between the group and the Board noting the board member cannot be a Chair.

Ideally the group will consist of senior managers from different industry verticals who possess the necessary skills and expertise to fulfill the groups purpose.

Below are some of the key industries and personal skill & attributes the Board believe match this groups purpose.

Ideally group members will be influencers and come from these industries: -

- Fleet management organisations
- Vehicle manufacturers
- Various other suppliers
- Automotive dealers
- State and local government fleets
- Large not-for-profit organisations (Health & Community Services)
- Large corporate fleets

Ideally members will have the following skills and attributes: -

- Senior managers from large organisations who have many employees
- Background in learning and development
- Strong network within the fleet and automotive industries
- Project management skills
- Communications background

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Who is Eligible to Participate in this Group?

Any employee working for a member organisation (corporate or supplier) or an accredited individual member can be part of a group.

Group members are limited to serving on no more than two groups at the one time.

No company shall have more than two employees serving in the same group at the one time.

Member organisations are limited to having two Chairpersons operating across all of AfMA's special groups.

A person seeking to join a group should approach AfMA or the group Chair to discuss their opportunity to contribute.

Appointment and Removal of Group Members

AfMA's Board will appoint the groups Chair.

The group Chair will appoint the Vice Chair, Secretary and other members of the group considering the skill & attributes outlined in this document and recommendations from other group members.

New members can be added at any time.

The group has the authority to remove its own members with a vote of the majority of the group. Upon the removal of a member by the group, the Chair will appoint a replacement if it is determined a replacement member is needed.

AfMA's Board may remove any group member, and/or dissolve the group, with or without cause at any time.

Groups will reset every two years on the 30th September to allow for fresh ideas noting members can simply volunteer again. At this time AfMA's board will appoint a new Chair or reinstate current Chair and AfMA's Executive Director will assist the Chair to replace Vice Chair, Secretary and general members of the group.

Responsibilities and Authorities

Each group member is expected to conduct him/herself in such a manner so as to put the best interests of AfMA and its members ahead of his or her own personal interest when working on AfMA matters. This includes a duty of confidentiality.

Each member will provide a high resolution portrait photo of themselves accompanied by a brief overview of their career for inclusion on AfMA's website and Annual Report.

Each member must complete the Who and What is AfMA course hosted on AfMA's learning management system.

Group members are expected to attend all group meetings and AfMA's National Committee meeting held the day prior to AfMA's annual conference and exhibition.

Group members will need to contribute time and resources for the group to be meet its approved goals, objectives and KPI's.

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The group Chair is responsible for leading and managing the group in order to achieve agreed goals, objectives and KPI's.

Group members are not employees of AfMA and have no right to make financial decisions or commit AfMA to any financial obligation.

Group members must exercise caution when expressing opinions. Unless AfMA has an agreed position, you must advise your opinion is your own and does not necessarily reflect those of AfMA.

All group members are volunteers and provide their time and resources free to AfMA for the benefit of all AfMA members.

Meeting Frequency and Reporting

This group should meet monthly or otherwise as determined by the Chair in order to achieve its goals, objectives and KPI's.

The group Chair is responsible for setting up the meeting calendar for his/her group for the year.

Meetings will generally be virtual using Microsoft Teams, Zoom or other teleconference system.

Group members are expected to attend each meeting and contribute to the work of the group. Failure to attend group meetings may result in removal from the group.

Additional persons (non-group members) may be invited to attend meetings at the request of group members to provide advice and assistance where necessary. Non-group members must be reminded of confidentiality where appropriate.

The group must record minutes of meetings and minutes must be provided to AfMA's Executive Director at least 7 days prior to any scheduled board meeting.

The group must prepare an Annual Report of the status and accomplishments of the group during the year. This report must be presented to the Executive Director no later than the 31st July each year.

The Chair will work with AfMA's Executive director but will report directly to the board. This provides the Chair with broader exposure within AfMA and recognises the importance of the role.

Other reporting requirements for this group: -

- Not applicable

Support and Assistance

This group is designed to be self-sustaining with direction and guidance from AfMA's Executive Director and Board.

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Conflict of Interest

Conflict of interest is a situation in which a person, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest exists even if no unethical or improper act occurs.

Group members operate in a position of trust and must notify the Chair and AfMA's Executive Director in writing if they have a competing professional or personal interest.

The Chair in consultation with AfMA's Executive Director will review the facts and determine the extent of the conflict and agree the remedy. Such remedy may require the group member to be removed from the group.

Confidential Information

Means any information, materials, technical data or know-how disclosed by AfMA to group members, either directly or indirectly, in writing, orally or by inspection of tangible objects, including, without limitation (whether or not reduced to writing and whether or not patentable or protected by copyright), any and all trade secrets concerning the business and affairs of the AfMA, intellectual property, any and all product specifications, services, procedures, formulae, compositions, processes, designs, sketches, photographs, graphs, drawings, samples, ideas, concepts, inventions, engineering, models, documentation, techniques, diagrams, flowcharts, existing new products and new technology information, product copies, manufacturing, development or marketing techniques, material development or marketing timetables, strategies and development plans, and past, current and planned research and development, current and planned manufacturing and distribution methods and processes, member and contact lists and information, current member requirements, price lists and information, market studies, business plans or strategies, business opportunities, computer software and programs (including object code and source code), computer software and database technologies and information, systems, structures and architectures (and related processes, formulae, compositions, improvements, devices, inventions, discoveries, designs, methods and information), information related to the members, suppliers or personnel, all historical financial statements and information, financial projections and budgets, historical and projected sales information, capital spending budgets and plans, the names and backgrounds of key personnel and personnel training and techniques and materials, and any and all notes, analysis, compilations, studies, summaries, user name and password/s and other material prepared by or for AfMA containing or based, in whole or in part, on any information included in the foregoing.

Confidential Information shall not include any information which:

- was publicly known and made generally available in the public domain prior to the time of disclosure by AfMA;
- becomes publicly known and made generally available after disclosure by AfMA to group members through no action or inaction of group members;
- is already in the possession of a group member at the time of disclosure by AfMA as shown by group members files and records immediately prior to the time of disclosure;
- is obtained by a group member from a third party without a breach of such third party's obligations of confidentiality;
- is required by law to be disclosed by a group member, provided the group member gives AfMA prompt written notice of such requirement prior to such disclosure.

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Agreement by Group Members

By signing below, I confirm I am, or my organisation is a member of AfMA.

I agree not to use any Confidential Information unless strictly in the interests of the Association. Therefore, I shall not use lists of names of members, lists of potential members or other names provided to me for my own interests, the interests of my employer, any other organisation, or for any commercial purpose whatsoever either while a group member or any time thereafter. Nor shall I disclose to any third party any information that comes to my attention in my role as a member of this group.

I agree to act in good faith and in the best interest of AfMA at all times and will disclose any potential conflicts of interest to the Chair and AfMA's Executive Director in writing.

I acknowledge I'm not an employee of AfMA and have no right to make financial decisions or commit AfMA to any financial obligations.

Signature:
Committee Member Name:
AfMA Member Organisation:
Date: