



# **LPOGroup Committee Guidelines**

Reference for LPOGroup Members participating in LPOGroup Committees

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Author: Paul Desteno  
Secretary

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# 1. Introduction

Welcome to the LPOGroup Committees. This document sets out the guidelines of being an LPOGroup Committee Member and the structure of our Committees.

## 2. Overview

Each state may form it's own State Committee under the guidance of the Board and occasionally the Board may form other types of Committees which fall within these guidelines also.

LPOGroup Members must nominate themselves (or be nominated by another member) to become part of a Committee. However, our Constitution allows for Committees and Committee members to be assigned and dissolved directly by the Board.

In situations where the Board feels a Committee has too many nominations or members, an election may be held whereby LPOGroup Members can vote for candidates or existing Committee Members to join or remain on the Committee. State Committees may directly request an election take place. (See 9.4 for information on elections and other votes).All

This document is subject to change without notice. Any future changes made in revisions of this document are effective immediately unless stated otherwise.

## 3. Types of Committees

### 3.1. State Committees

Main Duties of State Committees:

- Promote LPOGroup Memberships to Licensees
- Be a point of contact by intra-state members and non-member Licensees
- Conduct the various types of meetings (See 6. State Committee Meeting Formats)
- Develop ideas, assist with problem solving and other tasks which further LPOGs objectives.

### 3.2. AGM Committees

AGM Committees are an extension of the State Committees which are tasked with organising and hosting an LPOGroup AGM.

This Committee generally requires additional members, such as Director(s) and LPOG administrative staff.

It is to be run as a State Committee Meeting.

### **3.3. Special Committees, Sub Committees & Working Groups**

These committees may be formed by the board as needed. Any existing committee may be re-tasked to become a Special Committee, Sub Committee or working group as the board requests for a period specified by the Board.

Committees may also be formed from Members who are not in an existing Committee.

## **4. Nominations**

All financial Members of LPOG are eligible to nominate or be nominated to a Committee.

Acceptance into a committee may be dependant upon the existing size of the Committee, the outcome of an election if called and the discretion of the Board.

With regard to State Committees, preference will be given to Members who register their Nominations between the dates of the AGM notice to members and the AGM itself.

Members must renew their nomination here:

<http://www.lpogroup.com.au/content/board-and-committee-nominations>

## **5. Size of Committees**

Each committee may have different needs which will dictate the maximum size of the Committee.

As a general rule, the size should not impede it's effectiveness and therefore Committees which have 10 or more Members may be considered too large.

## **6. State Committee Meeting Formats**

### **6.1. State Committee Meeting**

Meetings for State Committee Members only. These meetings are generally planning meetings to help meet the objectives of the State Committee or to undertake tasks assigned by the Board.

### **6.2. State Member Meetings**

Meetings run by the State Committee – and open to all Members. These are meetings to help communicate to members the work of LPOGroup and the State Committee. Generally a Director will make a presentation during these meetings.

State Member Meetings require written board approval from either the Association Chairperson, Deputy Chairperson or Secretary.

### **6.3. State Licensee Meetings**

Meetings run by the State Committee – and open to all Licensees. These are generally

larger meetings which are about communicating the work of LPOGroup to the widest possible audience – with the view to improve Membership and form relationships with suppliers through meeting sponsorships / shared hosting.

State Licensee Meetings require written board approval from either the Association Chairperson, Deputy Chairperson or Secretary.

## **7. State Committee Roles**

### **7.1. State Committee Chairperson**

The State Committee Chairperson may be assigned by the Board or voted in by the members of the State Committee – at the discretion of the Board and provided that the Member has held three continuous years of LPOGroup Membership.

The Chair will direct Committee Meetings, liaise directly with Board Members on matters of direction and topic discussion.

Guide, assist and oversee the Committee to ensure its objectives are met.

### **7.2. State Committee Secretary**

The State Committee Secretary may be assigned by the Board or voted in by the members of the State Committee – at the discretion of the Board and provided that the Member has held three continuous years of LPOGroup Membership.

The Secretary will record the minutes of each meeting & assist in preparing meetings.

### **7.3. Board Sponsor**

State committee meetings are required to have a Board Sponsor present at each meeting.

The Board Sponsor can simply be any committee member who is also a LPOG Director – or any available Director which the Association allocates to the meeting.

The attending director does not chair the meeting, but will assist in keeping the committee's activities relevant to the needs of the Association and provide information relevant to helping the committee reach its objectives.

To protect the interests of the Association as a whole, Board Sponsors may veto any activity or decision made within a State Committee meeting or refer any matter to the Board for review, development guidance or intervention.

With at least 7 days notice, request a Board Sponsor from: [admin@lpogroup.com.au](mailto:admin@lpogroup.com.au)

The Board Sponsor must have the facility to video-conference into the meeting if it is not feasible to attend in person.

## 8. Code of Conduct

All Committee members are representatives of LPOGroup and therefore must maintain a high level of professionalism inside and outside the Association.

In particular, Committee members who have contact with LPO Licensees, LPOG Members, LPOG Committee Members, LPOG Board Members, Business Associates of LPOG, Political figures and Australia Post employees – the following must be observed:

- Respect
- Communication
- Cooperation

Should a concerning or unacceptable situation arise, please escalate the issue to the LPOG Board for review and possible action. **A Committee member may not act in any way that harms LPOGroup.**

In situations where a serious dispute or impending legal action arises between a Committee Member and Australia Post, the Committee Member is expected to withdraw from their Committee role until the situation resolves.

Guidance should be sought from [admin@lpogroup.com.au](mailto:admin@lpogroup.com.au)

### 8.1. Non-Disclosure Agreement

Committee Members including State Committee Members may be required to sign a non-disclosure agreement which protects the privacy of Member and non-member Licensees whose information they may be exposed to. It also serves to protect the dissemination of commercially sensitive information.

### 8.2. Traditional Media Policy

Committee Members may **not** provide comment or statements to any media agency about any industry related matter (including but not limited to: Association matters, LPO matters, LPO Network matters and Australia Post matters) without written authorisation from the Association Chairperson or the Association Deputy Chairperson.

This is to ensure we always give a consistent message and that any communication that comes from LPOG is devoid of material that could damage LPOGroup or expose LPOGroup to litigation.

### **8.3. Social Media Policy**

Committee Members must not make any posts on social media which could damage the reputation of LPOGroup, impede the goals of LPOGroup or are offensive toward:

LPO Licensees, LPOG Members, LPOG Committee Members, LPOG Board Members, Business Associates of LPOG, Political figures or Australia Post employees.

## **9. Conducting a Meeting**

### **9.1. Advertising a Meeting**

State Member Meetings and State Licensee Meetings should be adequately advertised. A neat informative flyer in PDF format needs to be created and sent to:

[webmaster@lpogroup.com.au](mailto:webmaster@lpogroup.com.au)

The flyer will be posted on the LPOGroup website and in some cases an additional fax out will be performed.

In the case of all Committee meetings, all Committee Members must be notified by email that a meeting is scheduled to take place no less than 7 days prior. This is to be done by the Committee Secretary or Committee Chairperson.

### **9.2. Chairing and Minute Taking**

If the Committee Chair does not attend the meeting within 15mins of the scheduled start of the meeting, the meeting will be Chaired by the Secretary or whomever the Secretary elects.

The Secretary is tasked with taking minutes at every meeting and providing a typed copy to LPOG within 10 days. The Secretary may also delegate this task to another Committee Member.

Minutes should be sent to: [admin@lpogroup.com.au](mailto:admin@lpogroup.com.au), [webmaster@lpogroup.com.au](mailto:webmaster@lpogroup.com.au)

### **9.3. Quorum**

A Quorum is met when no less than 3 Members are present including The Committee Chairperson and/or Committee Secretary (See 9.2 for Chairing requirements) and the Board Sponsor.

### **9.4. Elections, Resolutions and Voting**

If a Committee Chairperson or Committee Secretary requests an election or a resolution vote (or any other vote) take place within a committee, the Association Secretary must be notified in advance (with sufficient notice) and be provided a written copy of:

1. The purpose of the election or vote
2. The proposed method of conducting the election or vote

The Secretary will then provide written instructions within 7 days on how to proceed.

Unauthorised elections, resolutions or votes will be voided.

## **9.5. Meeting Funding**

Unless given a pre-approved budget for a particular meeting, approval must be sought for the reimbursement of costs before incurring them by contacting: [admin@lpogroup.com.au](mailto:admin@lpogroup.com.au)

## **10. Communication**

Committees are encouraged to use video conferencing tools such as Skype to avoid incurring meeting costs and to allow greater participation.

Written communication should be done via email.

A committee representative may be required to use an official LPOGroup email address when contacting Members or conducting other Association business. This will generally be the Committee Chairperson.

To request an LPOGROUP email address, please contact: [webmaster@lpogroup.com.au](mailto:webmaster@lpogroup.com.au)