

BY-LAW

Interest Group (IG) Governance

(By-Law made pursuant to Clause 31 and 36 of the [Constitution](#))

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1. Definitions

1.1 In this document:

- 1.1.1 Convenor refers to ‘the primary leader and coordinator of the Interest Group (IG) Leadership Committee’.
- 1.1.2 Co-convenor refers to ‘a Convenor who shares the position and responsibility of a Convenor with one other member’.
- 1.1.3 Vice Convenor refers to ‘a Leadership Committee member that assists the Convenor and takes the place of Convenor when they are not available’.
- 1.1.4 Chapter refers to ‘a sub-committee of the IG Leadership Committee which contains members from and focuses on IG activities specific to one state or territory’.
- 1.1.5 Interest Group (IG) refers to ‘a group of Dietitian Australia (DA) members that share a common special interest or practice area in the field of nutrition and dietetics and is led by the Leadership Committee’.
- 1.1.6 Leadership Committee or Committee refers to ‘a group of DA APD members that lead activities to support and promote a common special interest or practice area’.
- 1.1.7 Working Group refers to ‘a group of DA members that share a common special interest or practice area in the field of nutrition and dietetics, that are purposefully brought together to collaboratively work on an activity or project’.

2. Purpose

2.1 The purpose of an IG is:

- 2.1.1 To provide DA members with networks to share thoughts and ideas related to an area of interest or practice to support knowledge development and best practice.
- 2.1.2 To provide DA members with forum to facilitate peer support and access to expertise within an area of interest or practice.
- 2.1.3 To provide advice, innovation and advocacy support to DA committees, DA spokespeople, DA Staff and external groups as requested, relating to the area of interest or practice.

2.2 The purpose of the IG Leadership Committee is:

- 2.2.1 To support and enable the IG purpose outlined above.
- 2.2.2 To lead annual planning, projects and annual reporting related to the IG.
- 2.2.3 To engage and collaborate with the wider IG community to support discussion and form working parties for projects relating to their yearly goals.

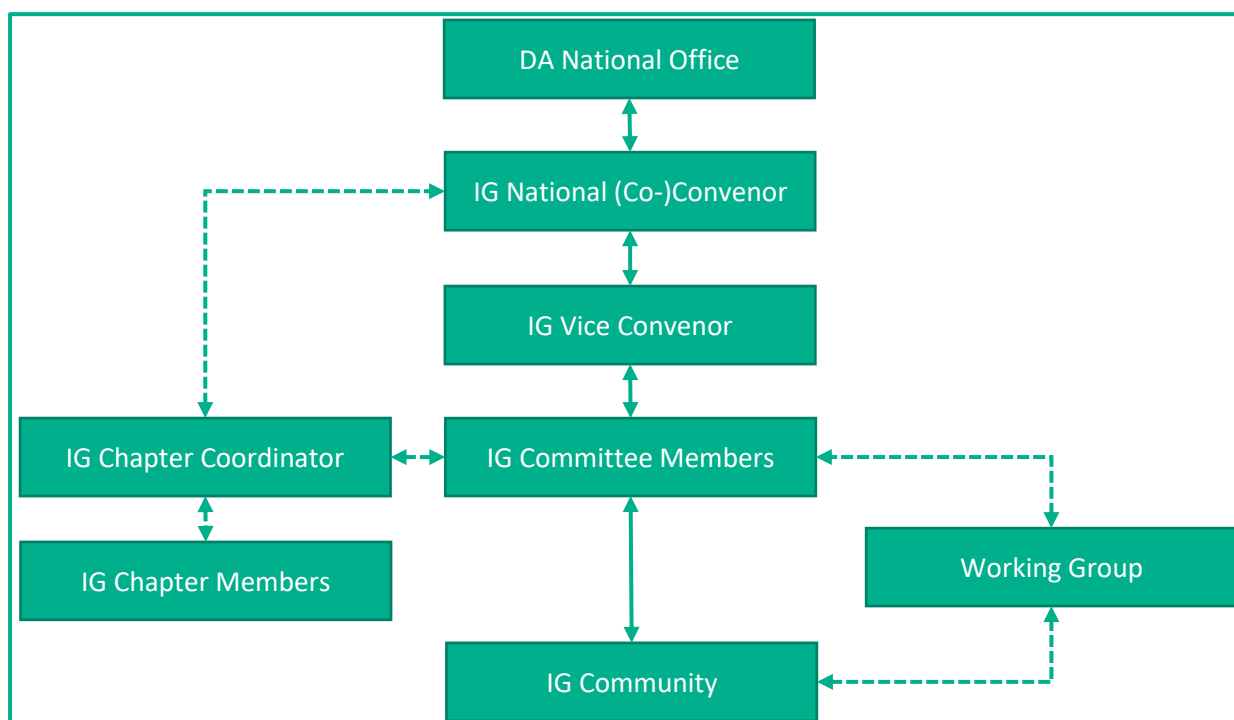
3. Establishment

- 3.1 An IG will be established at national level if approved by the Board after consideration of all relevant factors.
- 3.2 A proposal to establish a new IG must indicate DA member interest and support for its establishment IG and will be made in writing to the Education and Professional Services Manager.
- 3.3 The Interest focus and objectives will comply with the DA Objectives, Strategic Plan and Values.

- 3.4 IG will act under By-Laws ratified by the Board. These may be amended at the Board's discretion.
- 3.5 Dietitians NZ members who are not overseas affiliates may be recruited as IG Working Group participants for specific projects.
- 3.6 The Board may at any time nominate a DA member as their representative to attend a meeting of an IG.
- 3.7 Membership of an IG is a benefit of DA membership.
- 3.8 The name of an IG will reflect the interest or practice area and be in the following format:
 - 3.8.1 DA [interest or practice area name] Interest Group
- 3.9 The name of a Chapter will be in the following format:
 - 3.9.1 DA [state or territory] Chapter of the [name specified by national IG] Interest Group

4. Structure

- 4.1 Overall IG Structure:



- 4.1.1 IG will remain entities of DA.
- 4.1.2 The Manager of Education and Professional Services will be responsible for advising the Board on issues relating to the establishment and operation of IG.
- 4.1.3 The IG will be comprised of a Leadership Committee, the IG Community, and Working Groups (where relevant).
- 4.2 Leadership Committee Structure:
 - 4.2.1 Will comprise of greater than or equal to two members and must include a Convenor and a Vice Convenor or two Co-Convenors.
 - 4.2.2 Committee members must be financial APD members.

- 4.2.3 There is no maximum number limit on the Leadership Committee. Committee member numbers are dictated by Annual Goal Planning decided by the Leadership Committee.
- 4.2.4 Each position within the Leadership Committee is purposeful and active.
- 4.2.5 A Leadership Committee is recruited from the IG Community and will consist of the following positions (refer to IG Manual for position descriptions):
- 4.2.6 Mandatory Positions:
 - (a) Convenor (or two Co-Convenors)
 - (b) Vice-Convenor
- 4.2.7 Optional Positions: Other positions identified by the Leadership Committee will be reviewed annually and based on the IG Annual Plan. These may include:
 - (a) Convenor Consultant
 - (b) Secretary
 - (c) Treasurer
 - (d) Share Plate Moderator
 - (e) Continuing Professional Development Coordinator
 - (f) Magazine Content Coordinator
 - (g) Branch Leadership Committee Liaison
 - (h) Chapter Coordinator
 - (i) Networking Events Coordinator
 - (j) Working Group Coordinator
 - (k) Rural/Remote Liaison
 - (l) General Committee Members
- 4.2.8 Other proposed positions to be confirmed with DA Professional Services Officer.
- 4.3 Chapter Structure:
 - 4.3.1 IG Chapters may form at a local state or territory level upon proposal to the DA Professional Services Officer.
 - 4.3.2 A Chapter will contribute to the Annual Plan and Goal/s developed by the National IG Leadership Committee, focusing on their local state or territory.
 - 4.3.3 A Chapter will be led by a Coordinator who will report to the National IG Convenor (or Co-Convenors) and sit on the National IG Leadership Committee.
 - 4.3.4 Chapters may identify relevant positions to support Chapter activities.
- 4.4 Working Group Structure:
 - 4.4.1 Are created by the Leadership Committee to work on specific projects or tasks related to their annual goals.
 - 4.4.2 Can consist of members from the IG community in addition to Leadership Committee members.
- 4.5 The IG Structure:

- 4.5.1 Is available to all DA members.
- 4.5.2 Members volunteer themselves to be a part of an IG they choose.
- 4.5.3 There are no term restrictions or specified positions.
- 4.5.4 Members of the IG community may be a part of Working Groups created by the Leadership Committee.

5. Leadership Committee Member Terms

- 5.1 IG Leadership Committee members and their positions will be identified in the Annual Plan and Annual Plan review.
- 5.2 The length of one term will be equivalent to two years and will be applied as outlined in clauses 5.3 and 5.4.
- 5.3 Convenor or Co-Convenor Term(s):
 - 5.3.1 Initially serve for one term.
 - 5.3.2 After one term, may renominate for a second term.
 - 5.3.3 After a second term, must step down and may choose to either:
 - (a) Become a Convenor Consultant to handover and support the new Convenor.
 - (b) Become a Co-Convenor to transition the upcoming Convenor to the role.
 - (c) Hold another position in the IG Leadership Committee as outlined in Section 4.
 - (d) Resign from the Committee.
 - 5.3.4 Exceptions to the above can be made in collaboration with the DA Professional Services Officer.
- 5.4 Other Leadership Positions Term(s):
 - 5.4.1 Be required to renominate to be on the IG Leadership Committee after every term served.
 - 5.4.2 Have no maximum number of terms imposed as a member of the IG Leadership Committee.
- 5.5 Chapter Coordinator Term(s):
 - 5.5.1 Initially serve for one term.
 - 5.5.2 After one term, may renominate for a second term.
 - 5.5.3 After a second term, must step down and may choose to either:
 - (a) Become a Coordinator Consultant to handover and support the new Convenor.
 - (b) Become a Co-Coordinator to transition the upcoming Coordinator to the role.
 - (c) Remain on the Chapter in a general member capacity.
 - (d) Resign from the Chapter.
 - 5.5.4 Exceptions to the above can be made in collaboration with the DA Professional Services Officer.
- 5.6 Vacating a Leadership Position occurs when either of the following occurs:
 - 5.6.1 The member ceases to be a member of DA or resign or lapse from the APD program.

- 5.6.2 Resign from their position by notice in writing to the DA Professional Services Officer.
- 5.6.3 Become an employee of DA.
- 5.6.4 Identified as not actively contributing to the Leadership Committee by the Convenor or Co-Convenor, as outlined in the IG Manual.

6. Recruitment and Joining an IG Leadership Committee

- 6.1 The DA Professional Services Officer will co-ordinate Leadership Committee recruitment twice per year.
- 6.2 Recruitment will be driven by the needs of the Leadership Committee considering goals reported in the Annual Plan and at the six-monthly review.
- 6.3 The IG Leadership Committee will decide whether they will recruit more members at these times.
- 6.4 The appointment of new Leadership Committee members will be coordinated by the DA Professional Services Officer following expressions of interest.
- 6.5 Expression of interests from applying members will be sent to the Leadership Committee Convenor (or Co-Convenors) for candidate recommendation.
- 6.6 Members may apply to join a Leadership Committee if they have been a member of the wider IG community for at least 2 years or in discussion with the DA Professional Services Officer.

7. Annual Planning

- 7.1 Outcomes will be assessed against a minimum of one annual goal per financial year as decided by the Leadership Committee from the categories outlined in clause 7.2.
- 7.2 Annual Planning Goal Categories:
 - 7.2.1 Engagement:
 - (a) Face to face or virtual networking event
 - (b) Share Plate engagement (min of 1 post per month)
 - (c) Contributing to the DA bi-annual magazine
 - (d) Contributing to Podcast speaker nominations
 - (e) Journal Club
 - 7.2.2 Advocacy:
 - (a) Contributing to a submission
 - (b) Drafting letters
 - (c) Contributing to DA Social Media Post
 - 7.2.3 Knowledge:
 - (a) Role Statement
 - (b) PEN Knowledge Pathway
 - (c) Professional resource
 - (d) Consumer resource

- (e) Allied health professional resource
- (f) Peer-review content
- (g) Face to Face or virtual CPD event
- (h) eNCPT section review

- 7.3 Other proposed goals to be confirmed with DA Professional Services Officer.
- 7.4 Annual goals must be outlined in the annual plan using the Annual Planning Form and submitted by the 30th of March each year.
- 7.5 Annual goals are reviewed and either confirmed or amended by submitting to the DA Professional Services Officer by the 30th of November each year.

8. Administration

- 8.1 Leadership Committee Meetings:
 - 8.1.1 Must be convened at regular intervals as determined by the Leadership Committee.
 - 8.1.2 The DA Professional Services Officer to be notified of planned Leadership Committee Meeting. The DA Professional Services Officer will schedule a ZOOM URL link for the Leadership Committee to use.
 - 8.1.3 Must be accessible and communicated to the wider IG Community.
- 8.2 Communication between the Leadership Committee and DA:
 - 8.2.1 All communications between DA and the IG will occur via the Convenor or relevant position to the project or activity in question.
 - 8.2.2 An IG will submit annual plans and annual reports at the requested times each year.
- 8.3 Communications between the Leadership Committee and Wider Community:
 - 8.3.1 The Leadership Committee must use Share Plate as their prioritised means of communication when communicating with the Wider Community.
 - 8.3.2 All members of the IG will adhere to the Share Plate Terms and Conditions when using this online platform.
 - 8.3.3 IG events and meetings will be advertised to the Wider Community on Share Plate.
- 8.4 Administrative support from DA Staff to the Leadership Committee includes:
 - 8.4.1 Share Plate access and technical advice.
 - 8.4.2 Scheduling of meetings using the preferred DA ZOOM platform.
 - 8.4.3 Troubleshooting and support.
 - 8.4.4 Recruitment organisation and administration.
 - 8.4.5 Annual Goal Planning organisation and administration.
 - 8.4.6 Volunteer recognition.
- 8.5 Preparation of publications and other material:
 - 8.5.1 Where the goal of an IG Leadership Committee involves publication of material, a draft will be submitted to DA Professional Services Officer for authorisation by the Manager of Education and Professionals Services and CEO before publication takes place.

- 8.5.2 Publications developed by IGs are the property of DA, is the responsibility of DA Staff and will contain an acknowledgement of the IG/s involved in development.
- 8.5.3 Publication and distribution of material prepared via a partnership with another organisation will be negotiated through DA Staff in the form of a Memorandum of Understanding (MoU).
- 8.5.4 Any submissions, media statements and other public statements by an IG is in the name of DA, therefore prior approval from DA Policy Staff must be obtained prior to release.
- 8.5.5 Reports and communications will be through the DA Professional Services Officer for appropriate distribution and handling.

8.6 Copyright

- 8.6.1 All material gathered and produced by an IG or an individual of an IG specifically for official IG or DA business will remain the property of DA unless otherwise specified by the Board.

9. Fees and Finance

- 9.1 The DA Professional Services Officer will be responsible for all financial matters in relation to an IG.
- 9.2 An IG will not operate its own accounts.
- 9.3 All monies received or debts incurred are those of DA.
- 9.4 Requests for funding for an IG will be submitted as part of the annual planning process and approved by the DA Professional Services Officer.
- 9.5 All requests for reimbursement must be detailed on the Reimbursement of Expenses Form and be accompanied by receipts.
 - 9.5.1 Reimbursements must be confirmed by the IG Convenor, Co-Convenors or Treasurer and sent to the DA Professional Services Officer for approval processing.
- 9.6 For sponsorship of IG activities, refer to the DA Sponsorship Policy.

10. Legal and Insurance Matters

- 10.1 IG activities are covered under DA's Commercial Consolidated Public Liability Policy, including cover for participants at DA events.
- 10.2 A certificate can be obtained by contacting the Chief Financial Officer at servicesmanager@dietitiansaustralia.org.au.
- 10.3 An IG or any individual of an IG must not sign any legal documentation in the name of the IG or DA. All legal documentation is to be approved and signed by the Education and Professionals Services Manager and/or CEO.

11. Mediation and Dissolution

- 11.1 In the event of a serious breach of DA Code of Conduct, the DA Board has the right to mediate, dissolve or suspend an IG.

12. Procedures and Processes

- 12.1 Detailed processes and procedures relating to the IG By-Laws will be maintained and provided to IG Leadership Committees in the IG Manual.