

Terms of reference

Fellowship Panel

Purpose

The role of the Fellowship Panel is to:

- Apply the established criteria to ensure the status of Associate Fellow (AFASA) and Fellow (FASA) of the ASA are appropriately granted.
- Assess the material uploaded to the portal by the ASA Coordinator, as presented by the applicant or candidate.
- Regularly review the Table of Achievements and modify, as required.
- Make recommendations in relation to the entry criteria.

Structure

- A panel of between at least 4 and up to 6 ASA financial members who have FASA.
- The panel reports via the Chair to the CEO.
- The panel will elect a chairperson from within its own group.
- Panel members are appointed for up to a 3-year term with the opportunity to extend.
- Panel should seek to recruit new members, particularly where resignations are expected, to ensure a smooth transition. This is particularly important in the case of retiring chairpersons. The ASA office can assist with this recruitment.
- Panel members should read the ASA Fellowship Handbook to ensure they are familiar with its contents and ensure they understand their role, rights and responsibilities.

Reporting

- The Panel reports to the CEO.
- Panel to make appropriate recommendations for consideration by the Board.
- Decisions for Board approval will be communicated to the panel via the CEO.
- The Panel is empowered to make recommendations to the Board in relation to the entry criteria.
- Other initiatives which the CEO will submit to the Board for final decision and approval.
- Table of Achievements will be collated on an annual basis to be sent to the Board for noting (post conference).

Meeting frequency

Quarterly, generally by videoconference. Other communications will be via the ASA Fellowship Portal.

Confidentiality

- All records, documentation, notes and other information, in full or in part, obtained during the course of volunteering with the ASA must be treated as confidential.
- Panel members should not use or attempt to use any information that is acquired while volunteering with the ASA for personal gain or in any manner that may injure or cause loss or be calculated to injure or cause loss to the ASA
- Panel members should be discreet with all ASA information and should not disclose or divulge any information about the ASA gained during the course or following their service without the ASA's prior written consent.
- No member of the Panel is permitted to speak on behalf of the Association.

Panel formation

- Applications will be sought when a vacancy exists with a call for Expressions of Interest (EOI) to the ASA Fellows.
- The Panel Chairperson will ensure that nominees fulfil the eligibility criteria.
- The Panel Chairperson and panel will review the EOIs and confirm the appointment.
- If the number of EOI's exceeds the number of vacant panel positions, panel members will be required to vote on appointments, in the best interests of the panel.
- The Panel Chairperson will ensure that results of any election process are forwarded to the ASA Coordinator as soon as possible.

Conflict of Interest

- All members are to declare a conflict of interest.
- The panel by consensus will determine if the panel member is required to abstain from voting.

Decision Making

- Decision making is by simple majority.
- Should a decision be inconclusive it will be escalated to the CEO.
- The Panel does not have the authority to enter into contracts or agreements independently.

Review

- TOR to be reviewed every two (2) years.