



AUSTRALIAN ENTERTAINMENT INDUSTRY ASSOCIATION

Policy on the Charter and Composition of the AEIA Executive Council

Introduction and Policy Objective

1. The procedures for electing and appointing individuals to sit on the Executive Council are set out in the Rules of the AEIA (“the Rules”) and are subject to the provisions of the *Workplace Relations Act 1996* (Cth)(“the Act”).
2. Subject to the Rules and the Act, the Executive Council has adopted this Policy with the objective of facilitating the orderly conduct of elections of the AEIA and to ensure that at all times the Executive Council:
 - (a) consists of individuals who, collectively, possess the diversity of skills, experiences and perspectives capable of ensuring the Executive Council effectively manages the AEIA in accordance with the Rules;
 - (b) is able to represent the membership of the AEIA including the Australian live entertainment industry;
 - (c) is able to function as a team; and
 - (d) is able to smoothly renew and continuously improve its management of the AEIA in furtherance of the objects of the AEIA and the interests of members.

Paragraph 1 - Charter of the Executive Council

1. The role of the Executive Council is to provide strategic and policy guidance and effectively govern the AEIA.
2. The responsibilities of the Executive Council include, without limitation:
 - (a) setting the direction, strategies, policies and financial objectives of the AEIA;
 - (b) approving the annual budget;
 - (c) appointing and reviewing the performance of the Chief Executive;
 - (d) ensuring the effective governance and accountability of the AEIA;
 - (e) approving significant changes to the structure or operations of the AEIA;

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- (f) monitoring compliance with statutory, regulatory and internal risk management requirements including the AEIA's obligations as a registered organisation under the Rules and the Act;
 - (g) approving applications for membership of the AEIA and determining amounts payable by members; and
 - (h) submitting industrial disputes to the Australian Industrial Relations Commission in accordance with the Act and making industrial agreements on behalf of the AEIA.
 3. In performing its role and responsibilities, the Executive Council may, in accordance with the Rules, delegate any of its powers and functions to a committee or to other persons as it deems necessary.
 4. The Executive Council has established and may establish committees to assist it in carrying out its responsibilities. These committees act by making recommendations to the Executive Council or exercising powers formally delegated to them. The Executive Council may review the composition of these committees when it thinks fit and will do so following each Executive Council election.
 5. As at the date of this Policy, the Executive Council has established the following committees:
 - (a) the AEIA Management Committee which has, in turn, established the AEIA Remuneration Committee;
 - (b) the Helpmann Awards Administration Committee;
 - (c) the AEIA Workplace Relations Committee;
 - (d) Produce Australia; and
 - (e) the James Cassius Committee.
 6. The Executive Council has the right to obtain information from any employee and any relevant external party as it sees fit.
 7. The Executive Council may take independent professional advice as it considers necessary.

Paragraph 2 -Election and Appointment to the Executive Council

1. A person may only be elected or appointed to the Executive Council in accordance with the Rules and the Act. However, paragraphs 3 and 4 of this Policy make a number of recommendations about the composition of the Executive Council designed to maximise its effectiveness.

Paragraph 3 - Recommended Composition of the Executive Council

1. All members of the Executive Council should:
 - (a) be aligned with the membership of the AEIA and the Australian live entertainment industry;
 - (b) possess the demonstrated ability to uphold the 8 values of the AEIA as set out in the AEIA 3 Year Strategic Plan (2005 - 2007); and
 - (c) be well networked.
2. Collectively, the Executive Council should be balanced having regard to the gender and geographic location of each member.
3. Individual members of the Executive Council should be representative of one or more of the following membership segments:
 - (a) commercial producers;
 - (b) venues;
 - (c) performing arts companies and arts festivals;
 - (d) contemporary music promoters;
 - (e) ticketing and service providers; and
 - (f) cinemas.
4. Individual members of the Executive Council should possess expertise in one or more of the following areas of activity:
 - (a) the development and management of Australian live entertainment;
 - (b) strategy, policy and government relations;
 - (c) workplace relations;
 - (d) membership services and events;
 - (e) public relations, communications and the media;
 - (f) the law;
 - (g) marketing; and
 - (h) finance.

Paragraph 4 - Succession Planning

1. All members of the Executive Council will cooperate with each other and the members of the AEIA in order to ensure the smooth succession and continuous improvement in the composition and conduct of the Executive Council. If appropriate having regard to the preferred composition of the Executive Council in paragraph 3 of this Policy and the leadership and operational requirements of the AEIA, one-third of the Executive Council should retire by rotation at each election and no member should serve more than 3 successive terms. Any member who does so retire will be eligible for re-election or re-appointment to the Executive Council at a subsequent election or should a casual vacancy arise.

2. In determining whether to nominate for the office of President, Vice President or as an ordinary member of the Executive Council, each member of the Executive Council agrees to have regard to the recommended composition of the Executive Council set out in paragraphs 3 and 4 of this Policy.

Paragraph 5 - Status, Communication and Review of Policy

1. This Policy has been adopted by the AEIA by resolution of the Executive Council. For the reasons set out in the Introduction, paragraphs 3 and 4 are not binding on any member of the AEIA or the Executive Council.
2. The Executive Council will communicate this Policy to members to ensure accountability and to maximise the participation of the membership in the AEIA's affairs.
3. This Policy is to be reviewed by the Executive Council periodically but at least every 2 years with recommendations for updates to be approved by the Executive Council and communicated to members.

Adopted by the AEIA Executive Council on 2 September 2005.

Andrew Kay
AEIA President

Brendan Hughes Schwab
AEIA Chief Executive