

Advisory Council Charter

Approval

On 2 April 2025, the Board resolved:

THAT an Advisory Council be established to promote the MTANSW to the sector and public subject to the future approval of its governance structure.

In 25 June 2024, the approved the governance structure for the Advisory Council, being this Advisory Council Charter.

Aim of Advisory Council

The aim of the Advisory Council is to assist in supporting the objects of The Music Teachers Association of New South Wales Limited (MTANSW), especially:

- a) To support and protect the character, status and common interests of the music teaching profession of New South Wales
- b) To promote the consideration and discussion of all questions affecting the interests of the music teaching profession and generally to watch over and protect the interests of persons engaged in such profession
- c) To provide means of social interaction between members of the music teaching profession
- d) To diffuse amongst its members, information on all matters affecting the music teaching profession
- e) To improve and elevate the technical and general knowledge of persons engaged in, or about to engage in, the music teaching profession and
- f) To promote excellence in the practice and knowledge of music.

The Board has the sole discretion and authority to resolve to cease the Advisory Council at any time.

Role of Advisory Council

The role of the Advisory Council is to advance the objects of the MTANSW.

The Advisory Council will assist the Board and management by acting as a conduit between the Board, management, members and the wider profession of music teachers and providing the Board and management with suggestions and recommendations to enhance the engagement of the MTANSW with music teachers individually and as a profession.

Its key functions include:

- Enhancing the public image and visibility of the MTANSW within the music teaching profession

- Strengthening the MTANSW's relationships across all tiers of the music teaching profession and
- Undertaking a strategic role in engagement initiatives of the MTANSW, particularly with tertiary education institutions.

The Advisory Council will meet and make suggestions and recommendations to the Board for consideration on matters within the areas of its experience and expertise.

The Advisory Council's role shall be purely advisory and the ultimate responsibility for the management of the MTANSW's governance and business rests with the Board.

Activities of the Advisory Council

The activities of the Advisory Council may include:

- Helping with networking and promoting of the MTANSW across all tiers of the music teaching profession
- Providing suggestions and recommendations to the Board and management on strategic direction and opportunities to protect and create value for the MTANSW and the music teaching profession
- Considering and providing suggestions and recommendations to the Board and management on strategic issues, industry and market trends
- Considering and providing insights and views to the Board and management on emerging or unfamiliar issues affecting the profession of music teachers
- Responding to ideas from management and the Board and
- Participating in open, frank and free-flowing discussions to challenge the thinking of the Board and assist the Board in its decision-making in relation to the direction of the MTANSW.

Composition of the Advisory Council

The Advisory Council shall comprise a minimum of seven and up to a maximum of twelve members, including a director of the Board.

Appointment of Members of the Advisory Council

The Board has the sole discretion and authority to appoint the members of the Advisory Council, including its Chair and Deputy Chair.

The Board has the sole discretion and authority to appoint or remove any member of the Advisory Council at any time.

In making appointments to the Advisory Council, the Board will have consideration to the criteria detailed in [Attachment A](#).

Term of Appointment

Each member of the Advisory Council is appointed for an initial term of one year, after which they may be appointed for a further term of up to two years, after which they may be appointed for a further term of up to three years on no more than two occasions.

A person's appointment to the Advisory Council must not exceed a consecutive term of more than nine years. A consecutive term includes any break in the period of appointment that is less than one year.

A member of the Advisory Council may resign at any time.

Operation of the Advisory Council

The Chair of the Advisory Council will lead meetings, ensure delivery of the Advisory Council's commitments, inform the Board and management, and coordinate with the Secretariat.

The Deputy Chair of the Advisory Council will support the Chair of the Advisory Council, oversee discrete tasks, and act as Chair of the Advisory Council when required.

The Advisory Council may receive presentations from members of the music teaching profession or others.

Authority of the Advisory Council

The Advisory Council may provide suggestions and recommendations to the Board and management for consideration.

The members of the Advisory Council are not directors of the MTANSW and must not purport to be directors of the MTANSW unless they are a director of the MTANSW.

The Advisory Council and its members have no authority to act on behalf of MTANSW.

The Advisory Council and its members may not incur obligations, financial or otherwise, on behalf of the MTANSW.

Meetings of the Advisory Council

The Advisory Council shall meet at least three times a year, upon no less than 10 days' notice, with each meeting date to be designated by the Chair of the Advisory Council.

Meetings are to run effectively and efficiently:

- An agenda will be prepared in consultation with the Chair and Deputy Chair of the Advisory Council
- Supporting information will be sent out 10 days in advance of the meeting
- Minutes and follow up actions will be distributed within seven days of each meeting
- The MTANSW Secretariat will support the Advisory Council's work and
- The MTANSW will keep Advisory Council members informed of developments and activities between meetings.

Quorum of the Advisory Council

A quorum for the transaction of the business of a meeting of the Advisory Council is:

- at least half of the total members of the Advisory Council at that time or
- at least five members of the Advisory Council,

whichever is the smaller.

Advisory Council Meetings

No business is to be transacted by the Advisory Council unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

Voting and Decisions at Advisory Council Meetings

Questions arising at an Advisory Council meeting are decided by a majority of the votes of the members present and voting. In case of an equality of votes, the Chair of the meeting has a casting vote in addition to their deliberative vote.

Use of Technology at Advisory Council Meeting

An Advisory Council meeting may be held at two or more venues using any technology approved by the Advisory Council that gives each of the Advisory Council's members a reasonable opportunity to participate.

An Advisory Council member who participates in an Advisory Council meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Confidentiality

As part of the Advisory Council process, members may be given access to Confidential Information of the MTANSW. The members of the Advisory Council may only use Confidential Information as part of their roles on the Advisory Council. Members will not disclose Confidential Information to anyone without MTANSW's prior written consent. Members will take all reasonable measures to avoid disclosure, dissemination or unauthorised use of Confidential Information.

Confidential Information means all information disclosed by or relating to the MTANSW.

Confidential Information does not include any information that:

- is or becomes publicly available without breach of this obligation

- can be reasonably shown to have been known at the time of its receipt from the MTANSW
- is received from a third party who has the right to disclose the information or
- is required by a court to disclose.

Compensation and Expense Reimbursement

Positions on the Advisory Council are honorary.

A member of the Advisory Council may be entitled to reimbursement from the MTANSW for all reasonable expenses incurred by them in connection with their Advisory Council services.

Liability

In rendering suggestions and recommendations to the Board, the Advisory Council shall have no obligation to conduct any individual research or investigation and shall be entitled to rely solely and exclusively upon the facts and information available to it at the time of the making of its suggestions and recommendations, including, but not limited to, such facts and information as may be provided to the Advisory Council by the MTANSW or its representatives.

Attachment A – Criteria for Consideration by Board re Appointments to the Advisory Council

In considering appointments to the Advisory Council, the Board will consider:

- a person's standing, expertise, and experience in one or more of the Priority Areas of the MTANSW's Strategic Plan
- a person's skill, knowledge and expertise to add to the collective coverage of the Priority Areas by members of the Advisory Council as a whole
- a person's ability to provide representation from the diverse sectors of the music teaching profession, including government, industry, business, and research
- a person's ability to provide representation of collective instrumental and vocal diversity and
- a person's ability to provide representation across collective metropolitan and country diversity.

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