



ROLE OF THE DIVISION MEETING

Aligned to the Australian Airports Association ('AAA') Strategic Plan, the Division Meetings are in place to build a committed and engaged member base.

The Division Meetings provide a forum for members to:

- Discuss and focus on issues and policies relevant to members;
- Network and engage with other members; and
- Communicate industry and regulatory updates and information sharing.

COMPOSITION

- Division Meetings are based on the following regions – Victoria, New South Wales/ACT, Queensland, South Australia, Northern Territory, Western Australia and Tasmania (the 'Regions').
- Each of the Regions will hold Division Meetings in accordance with this guidance note.
- Each Division Meeting comprises of:
 - Airport members belonging to each of the respective Regions;
 - Corporate members belonging to each of the respective Regions (corporate members may attend more than one Division Meeting);
 - Other members as defined by the AAA;
 - A Division Chair and Deputy Division Chair;
 - The Division Chair must be an airport member, with an active and direct relationship with the operations of an Airport. The Deputy Division Chair may be an airport member. If the Chair is no longer an airport member during the Term then Board endorsement is required for that Division Chair to continue to act as Division Chair during the Term of appointment as Division Chair;
 - At least one Region. Division meetings may at times combine with Division Meetings of other Regions. If any of the Regions intend to combine their Division Meetings for more than two (2) consecutive meetings, then prior endorsement by the Board is required;
 - Secretariat support provided by AAA Management;
 - AAA CEO or delegate; and
 - AAA Chairperson and Directors to attend as required or by invitation.

TERM

- Each Region will appoint a Division Chair and Deputy Division Chair annually;
- Nominations for Division Chair and Deputy Division Chair will be called at least seventy-two (72) hours prior to a Division Meeting in which a Division Chair or Deputy Division Chair is to be elected;
- The Division Chair and Deputy Division Chair will be elected by a majority vote from the airport members of the respective Region and those corporate members in attendance;
- Each financial member organization will only have one (1) vote;
- The successful candidates will be endorsed by the AAA Board on an annual basis;
- Members should consider the overall term of the Division Chair and Deputy Chair to ensure that there is sufficient experience with a balance of enthusiasm and commitment to the Region; and
- If there is no nomination for a Division Chair or Deputy Division Chair, AAA Management will take on the duties of these roles until an appropriate Division Chair/Deputy Division Chair is determined.

ADMINISTRATION / MEETING PROTOCOLS

- The Primary Role of the **Division Chair** is to facilitate an effective Division Meeting that is engaging and aligns with the AAA's Strategic Plan. This role will be undertaken through:
 - Formulating an appropriate agenda with topical items with assistance from AAA Management. The Division Chair should reach out to members for assistance with agenda setting;
 - Facilitating an effective Division Meeting;
 - In consultation with AAA Management, determining timing and location of meetings with consideration of associated costs to members and member engagement and attendance;
 - Providing relevant feedback to AAA Management and Directors through the submission of a Division Report to be tabled at AAA Board meetings for noting and actioning as may be required; and
 - Acting in the best interests of the AAA to achieve the Board approved AAA Strategic Plan.
- The primary role of the **Deputy Division Chair** is to support the Division Chair in the effective facilitation of Division Meetings and support the roles and responsibilities of the Division Chair. This may include acting as Division Chair if the Division Chair is

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unavailable to attend a Division meeting or does not wish to act as Division Chair.

- **AAA Management** will provide oversight, assistance, and support for the conduct of the Division Meetings, and will:
 - Provide administration support for Division Meetings - e.g. venue hire, catering, sponsorship, audio visual coordination;
 - Provide secretariat support for the effective facilitation of meetings, including preparation and minutes as deemed appropriate for the Division by the Chair;
 - Assist the Division Chair with coordination, invitation and follow up of speakers;
 - Coordinate and present regulatory updates;
 - Ensure and oversee consistency across all Division Meetings, including through the coordination of an annual meeting of all Division Chairs, if deemed appropriate;
 - Provide an overview on AAA activities and priorities including any updates;
 - In consultation with the Division Chair, determine timing and location of meetings;
 - Assist with reporting to the Board on activities of Division Meetings, including participation and key issues; and
 - Action any follow up from the Division Meetings.
- **AAA Board of Directors** are required to:
 - Through a standing Board agenda item, consider issues identified through Division reports; and
 - Attend Division Meeting as required or invited.
- Division Meetings will be held as regularly as required, but not less than two (2) times per year.
- This guidance will be reviewed, and, if appropriate, updated by AAA Management on recommendation from the Division Chairs and/or AAA Management every two (2) years.

REPORTING

In a reasonable period of time, after the conclusion of each Division Meeting, the Division Chair is to provide a Division Meeting Report (in a format consistent with Appendix A) to member elected Group 1 AAA Board Directors and AAA Management ('Division Meeting Report').

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Appendix A – Division Meeting Report

DIVISION MEETING REPORT

Division:

Meeting Date:

Author:

Number of Attendees
(exc. AAA staff)

Airport Members: xx
Corporate Members: xx
Others: xx

Total: xx

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|---|--|
| Major Airport issues raised at the Division Meeting: | |
| Large Airport issues raised at the Division Meeting: | |
| Regional Airport issues raised at the Division Meeting: | |
| Corporate member issues raised at the Division Meeting: | |
| Any proposed actions required of the AAA: | |