

<b>Chair</b>	MAV Board member Any meetings held during the Board Caretaker Period will be chaired by an MAV Officer.
<b>Purpose</b>	The purpose of the Professional Development Reference Group (PDRG) is to: <ul style="list-style-type: none"> <li>• Provide input into MAV professional development programs</li> <li>• Identify ongoing areas of training need within the sector</li> <li>• Identify opportunities for professional development activity</li> <li>• Encourage participation in MAV professional development programs</li> <li>• Provide input in programs designed to attract and prepare prospective councillors</li> </ul>
<b>Scope</b>	The PDRG is a sounding board and resource for MAV staff responsible for professional development and training
<b>Membership</b>	The membership is made of elected Councillors and determined by the Board. The group's membership will comprise representation from rural and metropolitan councils, gender balance and a mix of experienced and first term councillors. The group can co-op new members to retain balance and bring in expertise. Members that miss three or more consecutive meetings without an apology or sending a substitute will no longer be a member of the Committee.
<b>Role of Members</b>	To inform the MAV of professional development and training needs of councillors. To provide input into the development of a comprehensive program of training and professional development events To offer advice and guidance for potential trainers and presenters.
<b>Priorities and Timelines</b>	The committee should address the issues and strategic directions contained within the MAV Strategic Plan and State Council resolutions Short-term project or policy specific working groups may be created where the need arises Meets regularly every second month at the MAV, but can meet more regularly for specific issues Specific purpose meetings can be held venues at the discretion of the PDRG
<b>Responsibilities of Members</b>	Members will protect all confidential information from unauthorised access or use. Members will comply with the principles of the Information Privacy Act Victoria 2000 Members will be bound by conflict of interest provisions that mirror MAV Board of Management provisions.
<b>Quorum and casting vote</b>	Quorum will consist of the Chair, or Deputy Chair or other nominated MAV Board Member, and 30 per cent of committee members. The Chair shall have a casting vote in relation to any matter or motion before the Committee.
<b>Term of Group</b>	July 2019
<b>Reporting</b>	The Chair of the group regularly reports to the MAV Board of Management Recommendations from the PDRG will be reported to the MAV Board of Management.
<b>Media and Communications</b>	The MAV President is the media spokesperson for the MAV. The President may, at times, give express permission for the CEO or another person to act as a spokesperson on a specific matter. All media inquiries that occur in your capacity as a member of a MAV committee should be redirected to MAV Communications (Debbie Jones, 9667 5521, 0414 396 097, <a href="mailto:djones@mav.asn.au">djones@mav.asn.au</a> ) for the attention of the President.