

## Local & Regional Groups - Terms of Reference

### Role & Purpose

The Local and Regional Groups (LRGs) are comprised of members of ANZACATA. They are informal groups which meet to discuss issues in their local or regional area, to offer CPD to members and arrange meetings with speakers in order to promote the Objectives of ANZACATA. They were previously called Regional CAT (Creative Arts Therapy) Groups, and from November 2019, they use the acronym LRGs.

### Scope

All LRGs are informal membership groups, they have no formal status. They do not represent ANZACATA Co Ltd and may not speak on its behalf in any public forum, without prior discussion and agreement by the Board of ANZACATA. They may not use the ANZACATA logo or associated branding material without express prior permission.

Since LRGs are informal groups of members, they have no decision-making powers in themselves, except to offer suggestions for the Board of Directors annually (if they choose). They exist solely for the purpose of supporting and connecting members. The Board reserves its right to investigate and either support, censure or remove funding from any LRG in the unlikely event that members or external parties complain about any aspect of its role, activities or operations.

### Funding

LRGs are eligible and may apply for a grant of \$1,000 AUD annually in order to conduct their meetings. Funds may be spent on venue hire, speaker costs, zoom get togethers, catering and the like. The ANZACATA board will fund any LRG that applies for up to \$1,000 AUD to put towards its activities annually, up to the amount allocated in the yearly budget. The elected Convener (or appointed spokesperson) will report on the use of the funds in the previous year by end July in order to have the report included in the ANZACATA Annual Report.

Up to 50% of the \$1000 annual grant can be used to help defray costs of the volunteer leader(s). ANZACATA does not wish acquittal of the grant to become onerous and therefore asks Groups receiving the grant (1) to provide one page on how the money was spent and the approximate hours of volunteer labour that were expended in order to acquit the grants given. (2) Secondly, local group leaders will be required to meet once annually with the ANZACATA Executive Officer and with other LRG leaders to feedback on the previous year. The purpose of this feedback meeting is for the ANZACATA Board to consider any issues/ideas in its strategy and forward plans. All LRGs will be asked to attend this meeting, regardless of receiving funds, but it is compulsory to attend for those receiving funds. Upon receiving members money, groups have an obligation to report and feedback to the Board. The feedback meeting will help us to improve Board connection with groups and allow the Board to improve its planning.

### Membership

Membership of the LRG is open to all members of ANZACATA (from all membership levels). No member shall be excluded from any groups *funded* by ANZACATA. Some LRG events may be offered

exclusively for professional members, but also some meetings of LRGs annually must be open to all ANZACATA members. The LRG membership will make its own arrangements regarding what it offers its members, how to keep track of its members, how it appoints/elects its spokesperson and so forth. However, it must welcome all levels of membership.

## Aims

The Local and Regional Groups must support the Objects of the Company, which are expressed in its Constitution and to support and develop the professional standing of members who attend meetings.

### 2.1 Objects of company

- (a) The objects of the company are to support, serve and advocate for its Members and to uphold and enhance industry standards and professionalism in the field of creative arts therapies through:
  - (i) maintaining a sustainable organisation that is adequately resourced and accountable to Members:
  - (ii) being the voice for Members and the profession and partner with governments to drive policy and shape the current and future direction of creative arts therapies:
  - (iii) enabling and supporting Members to uphold professional and ethical standards to foster trust amongst those that use creative arts therapy services:
  - (iv) collaborating with Members and proactively build relationships with professional organisations and key stakeholders to promote the creative arts therapy profession;
  - (v) inspiring a culture of lifelong learning for creative arts therapists: and
  - (vi) providing Members with accessible and relevant professional development and learning opportunities of a high standard to meet their professional practice needs both now and in the future.

## Reporting

Each LRG will provide a report to the Board to be included in the next Annual Report (due by end of July). This report will list the activities undertaken, how many members attended events overall during the year, how funds were expended and any recommendations of the whole group that it wishes the Board to consider. It will be signed by the Convener/Spokesperson(s) and no more than one page is required. The Board is under no obligation to take up any suggestion of any LRG, however the Board agrees to consider any suggestions in good faith.

*Policy Approved: ANZACATA Board 22 August 2022*