

YOUTH LEADERSHIP COMMITTEE CHARTER

Purpose

The IIA-Australia Youth Leadership Committee is a select group of young internal auditors who engage with the IIA-Australia Board and staff to recommend strategies and approaches to better engage with other young internal auditors and encourage membership of IIA-Australia.

Nature of the Youth Leadership Committee

The Youth Leadership Committee is composed of 8 members. These members are young internal audit leaders, aged up to and including 35 years of age, from around Australia. The term of Youth Leadership Committee members is for a period of two (2) years, with the possibility of extension. Service is on a voluntary basis (e.g. committee members are not remunerated for their time, although their travel expenses for attendance at bi-annual meetings are paid for or reimbursed).

Objectives

The objectives of the Youth Leadership Committee are to:

1. Take a lead role in developing a youth participation strategy;
2. Inform a program of activities to engage with young people;
3. Inform policy development as it relates to youth engagement;
4. Create and establish a network and linkages between the Youth Leadership Committee and related organisations interested in youth issues such as other youth organisations, similar IIA international organisations, etc.); and
5. Assist IIA-Australia in designing and implementing a monitoring and evaluation mechanism for all program activities.

Committee Membership

The Youth Leadership Committee is an advisory committee to the IIA-Australia Board.

The Committee will comprise IIA-Australia members who are no more than 35 years old during a term of office.

The Committee will comprise a minimum of five (5) and a maximum of eight (8) financial IIA-Australia members.

All appointments to the Committee will be approved by the IIA-Australia Board, after considering the recommendations of the IIA-Australia Nominations Committee.

Members will be appointed to the Youth Leadership Committee for a term of two years, and may be reappointed.

The Chair and Vice Chair of the Youth Leadership Committee will be elected by the Committee¹.

¹ Guidance for the election is provided by the Company Secretary. The guidance is based on the process utilised for the election of the Executive Committee.

Terms of appointment to the Youth Leadership Committee are to provide for both continuity of membership and fresh perspective.

Other persons may attend meetings of the Youth Leadership Committee, by invitation. Persons who may usually be invited include:

- Member of the IIA-Australia Board's Executive Committee
- Chief Executive Officer
- Member Relationship Manager

These persons may take part in the business of and discussions at the meeting but have no voting rights.

Committee Meetings

The Committee will hold meetings at least twice each year, and additionally as it considers necessary.

A quorum will be the smallest integer greater than half its members.

In the Chair's absence from a meeting, the members of the Committee present at the meeting may select a Chair for that particular meeting.

A maximum of two face-to-face meetings may be held per annum. Additional meetings may be held by technological means through which members can participate in discussion.

The notice and agenda of meeting will include relevant supporting papers as appropriate.

The Committee may invite any other such persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary in order to achieve its objectives.

Conflict of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be declared at each meeting once acknowledged.

Where members or invitees at the Youth Leadership Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

The Professional Responsibility & Ethics Committee may review and provide advice in regard to conflict of interest statements by Committee members.

Secretariat Support

IIA-Australia's Member Relationship Manager will fulfil the role of Secretary to the Youth Leadership Committee. The Secretary will assist the Chair develop and distribute committee agendas, papers, minutes, and calendar.

The Secretary will ensure the agenda and supporting papers for each meeting are circulated at least one week before the meeting. Minutes must be approved by the Chair and circulated within two weeks of the meeting to each member.

The minutes will be ratified by members in attendance/discussion at the next Committee meeting.

The Committee Chair is to report to the Board following each meeting of the Committee. The manner of reporting may be by distribution of a copy of the minutes of the meeting supplemented by other written information if necessary, including any recommendations requiring Board action and/or approval.

The Committee Chair is to provide or facilitate the supply of information regarding the Youth Leadership Committee which is to be included in the IIA-Australia Annual Report.

Voting

Any matters requiring a decision will be decided by a majority of votes of members present.

Management of Risk

The Committee is to identify and oversight the management of risks which relate to its work. Where management of risks is to a level that is not consistent with the IIA-Australia's risk appetite, they should be escalated to the Board.

Youth Leadership Committee Performance and Review

The Youth Leadership Committee will review its performance on an annual basis. This review may be conducted as a self-assessment, and will be coordinated by the Chair. The assessment may seek input from the Chief Executive Officer or Executive Officer/Company Secretary.

The Committee will provide an Annual Report covering the previous year, including the results of the review of performance, to the Board at its March meeting.

Charter Review

The Committee should review their Charter annually to provide assurance that it remains consistent with the Board's objectives and responsibilities.

The Board approves or further reviews the Charter.