



Migration Institute  
of Australia

# Branch Committee Charter

Approved by the Board 11.06.25

This Charter sets out the role and responsibilities of Branch Committees in supporting the Institute's Purpose.

## **1. Role of the Branch**

Branch Committees have a key role to play in promoting the Migration Institute of Australia within their State/Territory and community.

The role of the Branch Committee is to provide advice to the Board and to support the Board and Management in their fulfilment of the Purpose of the Institute.

In accordance with clause 27.3 of the Constitution of the MIA, the role of the Branch is to:

1. Act as a Branch contact and network for Members;
2. Organise Branch events for the benefit of Members;
3. Represent Member interests at a Branch level by providing suggestions, support and information to the Board and National Office in relation to Institute events, member services, education products and local issues, and the general conduct of the Branch through the Branch and Chapter Advisory Panel
4. Interact with the Institute and the Board at a national level with local feedback, subject to the Constitution, the Rules and any directions of the Board. The Board may approve and periodically review the Terms of Reference for Branches.

## **2. Duties of the Branch Committees**

- (a) The Board remains responsible for the governance, business and affairs of the Institute, including the Branches.
- (b) Branch Committees are an important and valued part of the Institute structure. Branch Committee members are not directors and do not operate as an alternate management framework within the Institute.
- (c) Instead, Branch Committees act in an advisory role and provide suggestions to the Board and National Office through the Branch and Chapter Advisory Panel on specific discrete matters as set out in this Charter
- (d) A Branch Committee may only act in accordance with the authority delegated to it by the Board, including as set out in this Charter, and must otherwise comply with applicable policies and procedures of the Institute, including the MIA Code of Ethics and Practice and the MIA Privacy Policy.
- (e) Whilst Branch Committee members are not directors of the Institute, they must carry out their duties in accordance with all applicable legal standards and with business standards of good corporate governance;
  - (i) to exercise their responsibilities and discharge their duties with a degree of care and diligence that a reasonable individual would exercise if they were a Branch Committee member
  - (ii) to act in good faith in the best interests of the Institute and to further the Purpose of the Institute
  - (iii) not to misuse their position as a Branch Committee member
  - (iv) not to misuse information they gain in their role as a Branch Committee member
  - (v) to disclose any actual, potential or perceived conflicts of interest, and
  - (vi) to uphold the good reputation of the Institute at all times

## **3. Branch Committee Composition**

In accordance with clause 27.8 of the Constitution, before every third annual general meeting, the Branch Members who are Voting Members will, in addition to electing the Branch President, elect six Branch Committee Members who will be:

- (a) three Voting Members who work primarily in the commercial sector as sole traders or in a practice entity with fewer than five MIA Voting Members;
- (b) one Voting Member who works primarily in the commercial sector in a practice entity with five or more MIA Voting members;
- (c) one Voting Member who works primarily for an organisation in the non-commercial sector, which is a Not for Profit, an NGO or registered as a Public Benevolent Institution;
- (d) one Voting Member who is a Registered Migration Agent; and
- (e) one Voting Member who holds a legal practising certificate.

#### **4. Branch Committee Executive (Officeholder) Appointments**

In accordance with clause 27.12 of the MIA Constitution:

- A Branch President, Vice President and a Secretary will be appointed at the first meeting of the Branch Committee by and from the elected Branch Committee Members as defined in sub-clause 27.8
- At least two of the three office bearer positions must be filled in order for a Branch to function.

#### **5. Role of the Branch President**

The Branch President is responsible for leading the Branch Committee to achieve its role and assist in fulfilling the objectives of the Institute. The Branch President's responsibilities include the following:

- providing the appropriate leadership to the Branch Committee of the Institute
- being the Branch and Board's representative in dealings with issues raised by members and ensuring that the Branch's views are communicated clearly and accurately to the National President
- represent Member interests at a Branch level by maintaining relationships with stakeholders in the Branch including local government departments and agencies and reporting this to the National Office.
- effectively and efficiently chair Committee meetings to achieve desired outcomes
- ensuring the Branch/Chapter members and Branch Committee are well informed and effective
- facilitating Branch Committee discussions to ensure the core issues are addressed while ensuring members, individually and as a group, have the opportunity to air differences, explore ideas and generate the collective views necessary for the proper operation of the Branch/Chapter and the Institute
- monitoring the Branch/Chapter and Branch Committee performance
- guiding and promoting the ongoing effectiveness and development of the Branch/Chapter and membership
- act as a Branch contact and support for Members
- developing an annual plan of functions and events they wish to hold during their tenure as Branch President and in conjunction with the CEO and National Office develop an annual budget that accompanies the annual plan
- drive Branch events for the benefit of Members
- uphold the good reputation of the Institute at all times.

## **Term of Office**

- (a) The position of Branch President is elected by the members of the Branch Committee.
- (b) The Branch President will hold their position for a term of three years or until their earlier resignation or rotation through the appointment of their successor by the members of the Branch Committee.
- (c) A person elected, appointed or holding office as a Branch President, may not serve for more than six (6) consecutive years; and for a maximum of six (6) consecutive years in a nine (9) year period.
- (d) A person may only fill the position of Branch President for so long as the person is a Member of the MIA.

## **Desired Criteria**

The Branch President will have experience and knowledge to lead the Branch and be a respected leader within the Branch which the Committee represents and amongst stakeholders more broadly.

The desired criteria for the role of Branch President is:

- leadership and management experience
- strong industry experience
- strong stakeholder management skills
- good communication skills with the ability to listen, question and challenge in a constructive, consultative and respectful manner
- collaborative, consultative and inclusive leader
- willingness to be involved in volunteer activities and represent the MIA at Institute events
- willingness to assist with appropriate introductions to further the objectives of the Institute; and
- models professionalism by acting with integrity, honesty, accountability and positivity

## **6. Role of the Vice President**

The Vice President deputises for the Branch President and supports fulfilling the responsibilities of that role as set out in section 5, including:

- chairing Branch Committee meetings when the Branch President is unable to attend
- attending events and or other agreed meetings in the absence of the Branch President
- assisting the Branch President with monitoring the Branch/Chapter and Branch Committee performance through an annual review process

## **7. Role of the Branch Secretary**

In accordance with sub-rules 11.21, 11.22 and 14.4 of the MIA Rules, the Branch Secretary:

- May convene meetings of the Branch Committee, or subgroups of it, as they see fit to support them in their role.
- Will be responsible for keeping records of meetings of their Branch Committee
- Must record in the minutes any declaration made or any general notice given by a committee member under the Rule 14. MIA Committees Conflict of Interest

The duties of the Secretary include, but are not limited to:

- (a) ensuring reports are made to the Branch Committee in relation to Branch activities determined by the

- Board or Management including for the annual report; and
- (b) ensuring the organization of, and attendance at, meetings of the Branch including the sending out of notices, the preparation of agendas and the compilation of minutes.
- (c) Sending copies of the minutes to the National Office and Company Secretary for tabling at Board meetings

## 8. Role of Individual Branch Committee Members

In accordance with clause 27.3 of the Constitution of the MIA, the role of the Branch is to:

- b) Act as a Branch contact and network for Members;
- c) Organise Branch events for the benefit of Members;
- d) Represent Member interests at a Branch level by liaising with government departments and agencies in the State or Territory, in consultation with the National President and CEO;
- e) Interact with the Institute and the Board at national level with local feedback, including through any relevant Advisory Panels, subject to the Constitution, the Rules and any directions of the Board.

The role of the Branch Committee Member is advisory and promotional in nature, and as such, a Committee Member makes a valuable contribution to the Institute by:

- actively participating in deliberations at Branch/Chapter Committee meetings
- acting as a key champion and engager for the Branch at Institute events and with members and stakeholders; and
- positively promoting the Institute to members, prospective members and stakeholders to further its objectives

The Committee Member reports to the Branch President.

A Branch Committee Member's responsibilities include the following:

- contributing as a member of the Branch Committee of the Institute to the leadership of the Branch by preparing for, attending and contributing to Branch/Chapter meetings and Branch Committee meetings (in person or online)
- contributing to ensuring Branch/Chapter members and the Branch Committee are well informed
- contributing to Branch Committee discussions to ensure the core issues facing members are addressed, while ensuring that member, individually and as a group, have the opportunity to air differences, explore ideas and generate the collective views necessary for the proper operation of the Branch/Chapter and Institute
- maintaining a regular dialogue with the Branch President and provide feedback on local issues through the Branch President and Branch and Chapter Advisory Panel to the MIA Board
- contributing to developing an annual plan of functions and events within the allocated annual budget for the Branch/Chapter
- contributing to promoting the on-going effectiveness and development of the Branch/Chapter and membership by actively welcoming new members and retaining engagement of existing members through regular membership sessions (either online or in person)
- act as a Branch contact and support for Members under the direction of the Branch President

- assist in the organisation of Branch events for the benefit of Members
- upholding the good reputation of the Institute at all times

## 9. Meetings

In accordance with sub-rule 11.21 of the MIA Rules:

- the Branch Committee must meet a minimum of four times each year
- Meetings of Branch Committees may also be convened at the request of the President or Chief Executive Officer of the Institute.

In accordance with the MIA Constitution, where there is a Chapter linked to a State Branch the Secretary of the Chapter will automatically be a Branch Committee Member.

- (a) A Branch Committee may hold meetings (online or in person) for the conduct of business as they think fit
- (b) A quorum consists of a majority of all current Committee Members
- (c) The Branch President will chair all Branch Committee meetings, however in the instance that the Branch President is absent or unable to act as chair of a meeting, the Vice President will chair the meeting. If the Vice President is absent or unable to act as chair of that meeting, the members of the Branch Committee will elect one of themselves to be the chair on that occasion.
- (d) A Branch Committee will meet as often as required for the proper discharge of its duties and in any event no less than four times per year
- (e) Subject to the constitution, Rules and this Charter, matters that may be addressed at Branch Committee meetings include:
  - (i) membership
  - (ii) policy, including raising with the Institute policy issues arising in the Branch and the impact of the Institute's policies on members in the Branch
  - (iii) events and activities
  - (iv) operating performance of the Branch

## 10. Chapter Committee and Secretary

Each election general meeting year after the Branch Committees have gone through a nomination and election process, the same will need to occur with the Chapters for the positions of Chapter Secretary and Chapter Committee members.

Under the MIA Rules (Rule 13. Chapters)

- The Chapter will be led by a Chapter Secretary who reports to the nominee of the Board (sub-rule 13.2)
- The Chapter Secretary will be appointed by the Branch President or National President (sub-rule 13.3)
- The Chapter Secretary will be an interested Member in good standing with the ability and time to manage the Chapter in conjunction with the Board or its nominee and supported by a local committee of at least three Members (sub-rule 13.4)

The positions of Chapter Secretary and Chapter Committee members are open for nominations/ election every three years.

### Chapter Committee Elections

Chapter elections are held after the annual general meeting and usually coincide with the EOY function.

Ahead of the EOYF functions, the Company Secretary will email each Branch President with a Chapter to appoint a Chapter

Secretary (or may be done by the National President) – and to organise a nominations/elections process for their Chapter Committee positions.

The process may involve regional members attending the EOYF and endorsing the nominees by a majority of those members present.

It is a similar but less formal process than that for Branch Presidents and Branch Committees.

## **11. Branch and Chapter Advisory Panel Representation**

The Branch and Chapter Advisory Panel, in accordance with its Terms of Reference, provides advice and insights to the MIA regarding issues affecting the Branch and Chapter operations.

This panel is committed to enhancing understanding, evaluating policy implications and ensuring effective strategies to support the MIA Branches and Chapters. It serves as an advisory body without executive powers, focusing on guiding and enriching the MIA's approach to these critical areas.

The Branch President and each Chapter Secretary comprise the membership of the Advisory Panel chaired by the National President. Members serve on the panel until the second annual general meeting after their appointment.

## **12. Branch Committee Members Payments**

No Branch Committee members shall receive remuneration for acting as a Committee member.

Committee members need to have pre-approval by the Branch President before incurring reasonable expenses and receiving reimbursements for activities carried out.

## **13. Branch Committee Member Events Budget**

In accordance with the Branch & Chapter Member Events Budget Policy, the National Office will provide support in the form of an annual financial year budget allocation for Member Events based on the following principles:

- MIA will provide the State Branch Committee with an annual maximum budget allocation (as specified in the Branch and Chapter Member Events Budget Policy)
- Expenditure must be reasonable and the allocation is provided for the financial year
- Each State Branch Committee will be required to present a proposed event budget for each event and may not exceed above budget in a financial year
- The National Office will not cover any amount above the maximum annual budget allocation
- Members are required to contribute 50% of the cost of attending Member Events
- State Branches need to cease spending once the budget has been reached and the National Office is not responsible for overspends on budgets
- The National Office only subsidises legitimate whole of branch member networking events and generally does not pay for committee only events.

The Branch Committee manages and reports on their budget in consultation with the MIA National Office.

## **14. Form of Intervention/ Procedure to Address Issues Relating to Member Standards**

It is the policy of the MIA that it is not its role at a national level to get involved in minor matters, and that only serious matters such as a clear breach of the Code of Conduct or other Standards) should be referred to the Executive Committee.

Any matters relating to member standards that are of a **non**-serious nature such as for example, sending incorrect or misleading information, should be dealt with at the State Branch level and be done in a supportive/collegial manner.

As a guide and example, the State President should contact the member to bring to their attention and discuss an

appropriate course of action - to encourage the correction and communication of any change.

## **15. Review of Charter and Branch Committee Evaluation**

- (a) At least once a year the Branch Committee will evaluate its performance against the requirements of this Charter.
- (b) The Branch Committee Charter will be reviewed regularly, and in any event, no less than once every two years.

Corporate Governance Board Charter

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