1. Charter Authority and Purpose

1.1. The Strategic Governance Board (SGB) for the Advocacy Training and Development Program (ATDP) has been established by the Commonwealth Minister for Veterans’ Affairs as an independent governance body responsible for the strategic direction, oversight and review of the quality and consistency of ESO advocacy and training services.

1.2. This Charter sets out the roles and responsibilities of the SGB and members.

2. Role of the Board

2.1. The SGB is an independent body and Board members represent the ATDP and not the interests of any other Ex-service organisation(s) or entity to which they may belong.

2.2. The primary role of the SGB is to oversee the development and provision of quality training for the delivery of advocacy services that will address the current and emerging needs of Veterans, Australian Defence Force members, Ex Serving members and others directly or indirectly impacted by the delivery of advocacy services.

2.3. In undertaking this role the SGB will:

a) monitor and provide effective oversight of the transition to the ATDP;

b) provide strategic guidance for the ATDP, including determining, reviewing and maintaining the vision, purpose and values of the ATDP;

c) manage the effective engagement with key stakeholders;

d) appoint, review the performance of and terminate the members of the Capability Framework Management Group (CFMG) and members of the Regional Management Groups (RMGs);

e) oversee ATDP’s’ risk management and quality control systems;

f) monitor and approve budget proposals from the CFMG and RMGs;

g) take into account, but will not be bound by, any advice and information provided by the CFMG and RMGs regarding implementation of a Capability Framework designed to deliver consistent advocacy services through the development of nationally accredited training and mentoring programs.
3. Values and Behaviours

3.1. Every member of the SGB, while acting in their capacity as board member, shall at all times ensure that:
   a) to the best of their ability, and within the bounds of their authority, the SGB is observing sound financial and governance practices and managing potential risks effectively;
   b) they do not place their own interests, or the interests of any other person or body, before the interests of the SGB or the ATDP, or so act as to give the appearance of any such conflict;
   c) their own conduct does not bring the organisation into disrepute;
   d) they will endeavour to educate themselves continuously to maintain the information base, the skills base, and the qualifications needed to oversee the implementation of the ATDP effectively;
   e) during meetings they behave in a manner consistent with agreed procedures by;
      i. acting in a businesslike manner,
      ii. treating colleagues with respect and considering the ideas and thoughts of all other Members dispassionately;
      iii. ensuring that other members are given an opportunity to participate; and
      iv. being responsive to the requests or indications of the Chair;
   f) they preserve, where appropriate, the confidentiality of the organisation’s business and do not make public comments regarding the considerations and determinations of the SGB unless authorised by the Chair or the Secretariat;
   g) they do not make any public comment or statement that discloses the input of individual board members; and
   h) once a consensus is agreed that they will represent that consensus as their own view in all situations.

4. Membership and Term of Appointment

4.1. Membership will include:
   a) Four members, nominated through the Ex-Service Round Table, and appointed by the Commonwealth Minister for Veterans’ Affairs;
   b) The Chair of the Capability Framework Management Group;
   c) The National Training Manager from the Capability Framework Management Group;
   d) one representative of the Commonwealth Department of Veterans’ Affairs (DVA); and
   e) one representative of the Commonwealth Department of Defence.

4.2. Members will be appointed for up to two years (one year plus a possible extension of one year). Members can be re-appointed if appropriate.

4.3. Members will elect a Chair to provide leadership to the SGB and to take reasonable steps to ensure that the Board discharges its responsibilities in accordance with any legal requirements and governance best practice.
4.4. The SGB may be advised by technical advisors and subject matter experts who can contribute in an advisory capacity on the basis of their knowledge and experience as required.

5. Reporting and Communications

5.1. The SGB will report as required through the Secretariat to the Ex-Service Organisation Round Table and the Minister for Veterans’ Affairs.
5.2. All other communications, other than through these channels, shall be approved by the Chair and managed by the Secretariat.
5.3. Where members are participating in forums that may involve the provision of information about the ATDP, or the considerations of the SGB, the members will ensure that any such information is limited to what has been agreed through Chair or the Secretariat.

6. Administration and Operation

6.1. Secretariat

a) The Department of Veterans’ Affairs will be responsible for secretariat support, including:
   i. booking facilities for meetings;
   ii. arranging travel and accommodation for members as required;
   iii. collation and distribution of all meeting papers at least (5) working days prior to the meetings, wherever possible;
   iv. any other arrangements as required by the Chair.

b) Papers being tabled for consideration by the SGB are to be submitted to the Secretariat ten (10) working days prior to the scheduled meeting date, unless otherwise agreed with the Chair, via the Secretariat.

c) Following each meeting, the Secretariat will prepare draft minutes, setting out the decisions and recommendations made and the likely timing of decisions and/or recommendations on matters not able to be finalised at the current meeting. The draft minutes will then be circulated to members for comment and amendment.

d) Endorsed minutes will be sent to the SGB for information.

6.2. Meetings

a) The Board will meet approximately 4-6 times per year.

b) Before the end of each calendar year, the Secretariat will consult with the Chair to identify dates for meetings over the next calendar year. These dates will be provided to members and members will endeavour to ensure their availability to attend the meetings.

c) A quorum for SGB meetings will be five and should include either the CFMG Chair or the National Training Manager;

d) Meetings can be held in person, by telephone or by video conference.
e) Members will notify the Secretariat of their intended absence prior to the day of the meeting.

f) If either the CFMG Chair or National Training Manager are unable to attend they should discuss with the Chair whether or not a proxy is required. Proxy votes are treated the same as the members vote and members will need to ensure their proxy is fully briefed prior to the meeting.

g) Where possible the Secretariat will advise the Chair before the meeting if there will be insufficient attendance to ensure a quorum.

6.3. Escalation and Referral of Issues and Decisions

a) The SGB will be considered to have reached a majority decision when at least half of the total number of members (not technical advisers or other subject matter experts) have agreed on the decision.

b) Should the SGB fail to reach a majority decision on any matter requiring decision, the Chair may direct action as he/she deems necessary to assist the SGB to resolve the issue, e.g. direct additional information to be provided, arrange for independent assessment, etc.

c) If an issue is not able to be resolved through the above mechanisms, the Chair will make the final decision.

7. Review of Charter

7.1. The SGB will review this Charter for currency and adequacy at least once per year.