

**AMNESTY  
INTERNATIONAL**



**ACTIVISM AND  
LEADERSHIP  
COMMITTEE CHARTER**

**Noted by Amnesty International Australia  
National Board March 2020**

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## 1. PREAMBLE

Amnesty International Australia (**AI Australia**) is established as a company limited by guarantee under the *Corporations Act 2001* (Cth). AI Australia is also a registered charity with the Australian Charities and Not-for-profits Commission. The AI Australia Constitution sets out AI Australia's rules and purposes as a charitable company.

Amnesty International is a movement of people, with a clear role for Members<sup>1</sup> as volunteer activists and leaders.

The AI Australia Constitution establishes AI Australia's Activism and Membership Committee (**AMC**) and Activism Leadership Committees (**ALCs**) for each Region.

The AMC involves people from across Australia, who work with the National Board and ALCs throughout the year to grow AI Australia's supporter base, empower activists and enrich the participation and contribution of all supporters. The functions of the AMC are set by the National Board under the AI Australia Constitution; and include advising the National Board on matters relating to activism, membership, training and campaigning. The National Board has established the AMC Terms of Reference, setting out further information about the functions, powers and responsibilities of the AMC.

ALCs work across Australia to motivate, coordinate and develop regional and local human rights activism, consistent with AI Australia's objects and vision. The ALCs are primarily accountable to the AMC. The AMC is the primary point of liaison between the National Board and the ALCs. This Charter provides an overview of the roles and responsibilities of the ALCs and Regional Presidents.

Capitalised terms used in this Charter have the meaning set out in the AI Australia Constitution.

To the extent of any inconsistency with this Charter, the terms of the AI Australia Constitution, the AI Australia Board Charter and the AMC Terms of Reference will prevail, in that order.

## 2. ROLE OF THE ALCs

AI Australia is a Member-led organisation. Its Members, groups and other supporters (Human Rights Defenders, volunteers and others) are central to AI Australia achieving its Constitutional objectives.

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<sup>1</sup> The capitalised term "Member" is used in this document to mean a member of AI Australia under the AI Australia Constitution. The non-capitalised word "member" is also used in this document to refer to a member of AI Australia who sits on an ALC or on the AMC.

The role of each ALC is to motivate, coordinate and lead regional and local human rights activism, consistent with AI Australia's objects<sup>2</sup> and vision. ALCs focus on the core work of AI Australia: human rights impact. They sustain and nurture the skills and interest of people and groups within their Region, and locally, to enhance their effectiveness in furthering AI Australia's objects.

ALCs play a central role in leading activism in their Region by:

- supporting Members, groups and supporters in the Region to provide input into human rights campaigns and activism strategy; and
- coordinating regional events and activities; and mobilising groups around campaigns.

Each ALC has responsibility for:<sup>3</sup>

- leading the participation and engagement of Members in AI Australia's campaigns;
- requesting and receiving information and reports on behalf of local Members from the National Board (through the AMC and directly);
- contributing to consideration of Amnesty International's human rights policies;
- when considered appropriate by the ALC, organising meetings of Members linked to their Region;
- providing to the AMC annually and at other times when requested, the ALC's plans and reports and other information as may be determined by the AMC or the National Board; and
- completing other tasks requested by the AMC or National Board from time to time.

In the exercise of its responsibilities, an ALC may:

- apply moneys in such manner as may be directed or approved by the National Board (**Regional Budget**); and
- formulate a corporate, strategic or like plan in relation to its functions and responsibilities, having regard to any strategic or corporate plan or budget of AI Australia (**Regional Plan**).

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<sup>2</sup> AI Australia Constitution, clause 3.3.

<sup>3</sup> AI Australia Constitution, clause 14.4.

### 3. FUNCTIONS OF THE ALCs

The National Board expects that ALCs will fulfil these Constitutional duties by performing the following functions:

#### **Activism leadership**

- Work with activists, Members and staff to achieve AI Australia's vision.
- Consult with Members and supporters in the Region regarding Amnesty International or AI Australia's future direction, policy and other issues.
- Develop, implement and monitor the Regional Plan.
- Provide the Regional Plan to the AMC, and report against it as required.
- Inform the AMC of any issues of national significance impacting ALCs or Regions.

#### **Activism**

- Work with AI Australia staff to ensure effective involvement by activists and other supporters in the development and implementation of AI Australia's campaigns.
- Support activists and activist structures within the Region, including working with AI Australia staff to form and maintain action groups.
- Create and maintain a culture where activists and groups are supported, nurtured and developed.
- Support AI Australia staff in the management and enhancement of external relationships.
- Listen to any Member, activist or group feedback, concerns or conflicts raised with the ALC and provide support to reach a resolution. Escalate such concerns to the AMC or National Board and/or in accordance with AI Australia's dispute resolution procedures, as appropriate.
- Work with AI Australia staff to recruit, develop and support activist leaders in the Region.
- Monitor the Regional Budget and report to the AMC on spending annually, noting that AI Australia staff manage the company budget.
- Initiate, support, monitor, coordinate or lead Regional events, projects and campaigns as appropriate. Assist with events run by groups and other activists in the Region.

- With the support of AI Australia staff, maintain knowledge and awareness of groups, key activists, supporters and partner organisations as well as important campaign activities.
- Work with AI Australia staff to ensure activists and Members are aware of and follow AI Australia's policies and procedures.
- As ALC members, take collective responsibility for the work of the ALC, ensuring sufficient support for the role of the Regional President.

#### **4. ENGAGEMENT AND COLLABORATION WITH AI AUSTRALIA STAFF**

ALCs work closely with AI Australia staff. Staff and ALCs plan collaboratively for the Region and jointly develop the Regional Plan, goals and the allocation of resources. ALCs should engage in regular two-way communication with staff to ensure alignment of work, sharing of information about the health of activism structures and collaboration for human rights impact in the Region.

#### **5. MEMBERSHIP QUALIFICATION**

An ALC member must be a Member and must be linked to the Region of that ALC.<sup>4</sup>

#### **6. OFFICES OR ROLES ON THE ALCs**

Regions and ALCs of AI Australia differ in size and scope of activities. The position of Regional President is required on each ALC by AI Australia's Constitution.<sup>5</sup> At its discretion, each ALC may allocate additional roles within the ALC. While not mandatory, Appendix 2 details some roles an ALC may wish to consider. The responsibilities of these and other additional or alternative roles may be adapted by the ALC to suit the needs and preferences of their particular Region.

As ALC members are elected for two-year terms, it may be appropriate for the roles within an ALC to have similar terms. This is a decision for the individual ALC from time to time. Appointments to any roles within the ALC (including the Regional President) may be reviewed by that ALC at any time.

##### **6.1 Role of the Regional President**

The Regional President will be elected by the ALC in the manner the ALC deems appropriate. In the absence of agreement, the Regional President will

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<sup>4</sup> Clause 14.5

<sup>5</sup> Clause 14.6

be chosen by ballot paper of the ALC members, following the election rules set out in the AI Australia Standing Orders for Annual General Meetings from time to time.

The role of the Regional President is to lead the work of the ALC. In doing so, the Regional President's responsibilities will generally include leading the following work, for which the ALC members are also collectively responsible:

- Lead the ALC.
- Represent AI Australia in the Region where appropriate to do so – in regional media, at regional events, in communications with regional partners, etc;
- Ensure the Region meets its Constitutional requirement to form an ALC from time to time
- Work collaboratively with the AMC and AI Australia staff to develop, implement, monitor and report on the Regional Plan and goals.
- Report to the AMC and the AGM as required.
- Share information and reports with ALC and Members in the Region as appropriate.
- Encourage, support and mentor ALC members to be committed and accountable to their aspects of the Regional Plan and Regional Budget.
- Induct new ALC members.
- Ensure mechanisms are in place for succession planning, including recruitment and training of other leaders in the Region.
- Liaise with stakeholders to initiate and support two-way communication in particular between the AMC, including ALCs, AI Australia staff on Regional, national and international issues (initiatives, successes, performance).
- Attend and contribute to any Regional President Forum and similar national meetings.
- Represent the ALC at Regional events as appropriate.
- Share, as the ALC considers appropriate, responsibilities set out above with other members of the ALC.

## **6.2 Roles of ALC Members**

Members of the ALC other than the Regional President are herein referred to as **general ALC members** (though they may also hold additional roles by decision of the ALC).

General ALC members work together to implement the Regional Plan under the direction of the Regional President. It is expected that general members contribute to AI Australia, the ALC and the Region by taking on responsibility for areas of work, or portfolios.

In addition to contributing to the ALC's functions as a whole, the personal responsibilities of general members may include the following:

- attend, and participate in, ALC meetings;
- follow AI Australia's policies in the Region;
- maintain knowledge of AI Australia's current campaigns and help to promote campaign activities in the Region;
- participate in any working groups of the ALC, as determined by the ALC, including the development of areas of work, planning, implementation and evaluation and reporting;
- provide advice and feedback from the Region to the ALC;
- participate in consultation processes and engaging with the Region;
- represent the ALC by communicating with action groups and attending and supporting group events; and/or
- deliver work allocated to individual ALC members in the Regional Plan or at ALC meetings.

## **7. RELATIONSHIP BETWEEN THE ALCs AND AMC**

The AMC facilitates the flow of information between the National Board, ALCs and Members. The AMC supports regional activism through working closely with ALCs and by consulting with ALCs, on all matters relating to its Terms of Reference.

In addition, to facilitate information sharing, consultation and shared understanding, the AMC regularly consults with the Regional Presidents, including through the attendance of the AMC Chair at Regional President Forum / meetings (when invited by Regional Presidents).



Each ALC:

- reports to the AMC at least annually and on request (reporting templates will be provided by the AMC but in general reporting will summarise key aspects related to the activist health of the Region, activist engagement, events and membership growth); and
- provides regular updates to, and raises any issues of concern with, the AMC on the health of activist structures and activism in the region.

The AMC provides support to ALCs when requested, including providing for the induction of new Regional Presidents where necessary.

## **8. REVIEW OF CHARTER**

The National Board will review this Charter within twelve months, and then every three years, to ensure it remains consistent with the National Board's and the Regions' objectives and responsibilities.

## **APPENDIX 1 - ADDITIONAL ALC ROLES (OPTIONAL)**

ALCs may at their discretion allocate roles in addition to that of Regional President. The following roles are flexible suggestions the ALC may consider appropriate to support the functions of the ALC as a whole:

### **Regional Vice President**

A Regional Vice President might:

- Provide support and assistance to the Regional President, including taking on delegated tasks;
- Act as the Regional President when necessary, including acting as the Chair of the ALC in the Regional President's absence; and/or
- Assist in the recruitment and induction of new ALC members.

### **Regional Secretary**

A Regional Secretary might:

- Take and distribute the minutes at ALC meetings and other meetings as required;
- Draft meeting agendas in consultation with the Regional President and distribute them to members of the ALC; and/or
- Ensure adequate storage of reports and any other relevant documents in digital form so they are accessible to ALC members.

### **Regional Treasurer**

The Regional Treasurer might:

- Works with AI Australia staff to track the Regional Budget and report regularly to the ALC;
- Provide advice on Regional Budget issues to the ALC as required;
- Request a record of Regional spending from AI Australia staff before each ALC meeting;
- Correspond on Regional Budget issues with AI Australia staff as required; and/or
- Provide advice to groups on financial matters relating to group spending and fundraising.

### **Activism/Action Group Support**

An ALC member acting in a role of this kind might:

- Work to ensure that action groups are connected to and communicate with the ALC in the Region;
- Arrange and participate in group visits; and/or
- Participate in any group health checks.

### **Events Coordinator/Large Events Liaison**

An ALC member acting in a role of this kind might:

- Coordinate the approval of events and communicate with groups to ensure that events comply with AI Australia's policies and contribute to AI Australia's campaigns and goals; and/or
- Take on a coordinating role in any large regional events.

### **Youth Liaison**

An ALC member acting in a role of this kind might:

- Be the contact for university groups and other youth networks, to ensure that these groups are properly integrated into the region, and are included in regional events;
- Support youth structures such as the Youth Advisory Group operating in the Region to comply with AI Australia policies and procedures; and/or
- Act as the youth voice on the ALC.

### **Campaigns**

An ALC member acting in a role of this kind might:

- Take a lead role on priority campaigns;
- Develop their own knowledge and expertise within the priority campaign and work closely with groups active on those campaigns;
- Motivate and encourage groups to organise events and work towards contributing to AI Australia's vision and strategy.

### **Communications**

An ALC member acting in a role of this kind might:

- Take responsibility for communications from the ALC to groups;

- Works with AI Australia's communications staff to develop and implement a Communications Plan to promote Regional events and training; and/or
- Report on ALC meetings and decisions to group convenors and activists.

### **Training**

An ALC member acting in a role of this kind might:

- Takes responsibility for delivery of training to develop the skills and knowledge of the ALC, group convenors, activist leaders and activists.

### **External Partnerships**

An ALC member acting in a role of this kind might:

- Work with AI Australia staff to:
  - developing external relationships with partner organisations relevant to the Region; and
  - encourage collaboration on campaigns and events as appropriate; and/or
- Keep records of relationships and collaboration with external partners.

### **New member induction**

An ALC member acting in a role of this kind might:

- With the Regional President, welcome new members onto the ALC, assist with questions and encourage or facilitate induction/ training.
- Assist new ALC members familiarise themselves with AI Australia.