

# Advisory Council Group representative role and responsibilities



## AC Group rep

Responsible for bringing important group matters to the attention of Advisory Council members and communicating with group committee about AC matters

- must be accredited (PCIfA, ACIfA, MCIfA)
- elected for a one-year term, can continue for up to six years or until term ends on committee
- attend up to five AC meetings digitally in one year, plus occasional special meetings (plus optional Group reps only meeting)
- can substitute another committee member if unable to attend
- bring relevant matters to AC through the AC Chair eg Institute policy, promoting interests of Institute and/or area of speciality (not Group committee business)
- keep the committee informed of the AC's topics of discussion and report at a committee meeting (can share minutes ONLY with committee)