



Blue Shield Australia Committee Member Responsibilities

The Purpose of Blue Shield Australia

Blue Shield is an international organisation, working to protect the world's cultural heritage threatened by armed conflict and natural disasters.

Blue Shield Australia (BSA) is one of the [national committees](#) of the international Blue Shield.

The role of the Committee of Blue Shield Australia

The committee of Blue Shield Australia (BSA) consists of the Representatives of the Founding Organisations (previously called Pillar Bodies) and any ratified Associate Member representatives.

It is up to this representative committee to communicate and share information and to advocate for and facilitate support for the work of BSA with their respective organisations.

The role of the committee is also outlined in the BSA Statutes (draft as at July 2019).

Rules and Principles of the Blue Shield

All committee members must be familiar with and commit to the Rules and Principles of the Blue Shield <https://theblueshield.org/about-us/ethics-approach-principles/> and Charters <https://theblueshield.org/download/blue-shield-charters/>.

Committee Functions

Committee members should provide regular written reports to your respective Association / Founding Organisation board about the activities of BSA. You may also wish to make a presentation to a Board meeting. If you need summaries of this, or other documentation, you should request this at BSA meetings, or contact the Chair or Secretary. Previous presentations e.g. PowerPoints are available on the BSA Dropbox.

Committee members are responsible for contributing sector perspectives on BSA activities to ensure complete coverage of Founding Organisation areas of expertise. In areas where a position on a topic needs to be confirmed, the member is responsible for communicating with their sponsoring body and ensuring any formal decisions are undertaken.

All committee members are encouraged to propose and conduct a presentation or workshop at their Association / Pillar Bodies annual conference to raise awareness of BSA Activities and disaster recovery skills and knowledge relevant to the Founding Organisation e.g. Museums, Library, Archives, ICOMOS conferences.

All committee members are encouraged to identify other conferences or events at which BSA could present, or send BSA representatives to attend. These should be mentioned to the group in advance via email, or as an agenda item at a BSA Committee meeting. These can also be promoted via BSA Social Media channels.



It is the BSA Committee member's responsibility to ensure that there are brochures/information resources regarding BSA at key Association / Founding Organisation events. The BSA Brochure is available from the BSA Secretary or on the BSA Dropbox for all committee members to print and share.

Strategic Plan — Members' Input and Actions

The Strategic Plan template has been guided by BSI since 2020, is an ever-developing document, and is open to input from founding organisations and associate members. It is discussed at meetings and updated when required. The reasons for change or alterations/additions to the Strategic Plan might include Government priority changes, natural disasters requiring more immediate input of BSA, and BSI mandates. Members are encouraged to share the BSA Strategic Plan, once finalised, with their Association's Board.

Committee Members

BSA recognises that all committee members are volunteers and appreciate their commitment to furthering the aims of Blue Shield both nationally and internationally.

The committee of Blue Shield Australia (BSA) consists of the appointed Representatives of the Founding Organisations (previously called Pillar Bodies) and any ratified Associate Member representatives.

BSA Committee Members should ensure that their BSA Membership fees (from their organisation) are up-to-date and paid in a timely manner. This may mean contacting the relevant finance person in their Founding Organisation to follow this up.

BSA Committee members should also ensure that they remain current financial members of their Association, to be covered under insurance.

It is the responsibility of the outgoing committee member to forward any upcoming changes to BSA Representatives from your Founding Organisation to the BSA Secretary and Chair for noting and amending contact details.

The Role of the Chair of the Committee

The BSA Chair is:

- to be the primary contact with Blue Shield International
- to represent BSA at any local, national and international events, including the BSI General Assembly (where possible)
- To Chair all BSA Committee Meetings
- To sign off on any official correspondence to and from BSA
- To oversee and be responsible for the financial reporting and financial management of Blue Shield Australia
- Be the first contact for BSA media or government enquiries, either nationally or internationally

The Role of the Deputy Chair of the Committee

The Deputy Chair is normally the representative of the founding organisation that is scheduled to hold the chair in the following cycle/rotation.

The Deputy Chair will take on the role of Chair, if the chair is absent or not available.



The Role of the Secretary of the Committee

The Secretary is a financial member of the Chairing organisation and may also be a Proxy Member on BSA. The BSA Secretary is:

- To manage all correspondence for BSA and email accounts
- To manage all documentation for BSA (including the dropbox etc)
- To take minutes of meetings and prepare papers for BSA Meetings
- Liaise with the Chair on Agenda items and the work required to run BSA and the Committee
- To issue invoices to Member Organisations
- To also be the Treasurer for BSA and report on all financial transactions and financial matters (in conjunction with the Chair)
- To prepare handover documentation for the next Chair and Secretary at the end of their term.

The Role of All Committee Members

All committee members are asked to:

- Follow a high level of professional standard of respectful behaviour and written communication
- Understand confidentiality when required
- Promote the values and work of Blue Shield Australia and Blue Shield International
- Identify opportunities and share them with the Committee either via email or at meetings

Meetings

The BSA Committee will meet bimonthly at a time convenient for the majority of members via video or audio conference. Meetings may be held more regularly in extenuating circumstances.

Committee members are expected to attend at least three of the six meetings in any calendar year.

Committee Members are expected to send an email in advance to the Secretary if they cannot attend a meeting and comment on any papers on the agenda via email, if appropriate.

Committee Members are encouraged to suggest Agenda items and put forward papers for each meeting, in advance, when the Call for Agenda items comes out from the Secretary. Non-urgent Agenda items received less than 24 hours before a scheduled meeting may be carried over until the next BSA committee meeting.

If a committee member would like a guest to attend a committee meeting, they must obtain permission of the Chair at least three days prior to the meeting.

There may be instances where a committee member other than the Chair is asked to attend external meetings/briefings as a representative of BSA. Should this occur it is expected that the member will advise the BSA Chair of the details of the meeting beforehand and share the outcomes/discussions that occurred as soon as practicable afterwards.

Minutes

The Secretary will take Minutes at every meeting. These will be kept on the BSA Dropbox file and will be accessible to all current committee members.

Conflicts of interest

A conflict of interest is a real or perceived situation where a person could derive benefit from decisions taken or actions made in their official capacity. A conflict may exist because of:

- Personal interests, particularly personal gain or the potential for personal gain
- Organisational interests, particularly where the same matter is being considered within a different organisational setting
- Other commitments or arrangements individuals have, within and outside the organisation.



If you, or the company or organisation that you work for, benefits financially from the activities of Blue Shield Australia, you should declare this as a Conflict of Interest. All represented Associations have guidelines on identifying Conflicts of Interest.

In the BSA Committee, Conflicts of Interests will be dealt with using the following processes:

Process 1: The Chair gives members the opportunity at the start of each meeting to declare any conflict or raise any concerns regarding potential conflict that have arisen or may arise in tackling the agenda for that meeting.

Process 2: On being advised of a potential conflict, the Chair acting on the advice of the Committee decides whether:

- A conflict exists, and it is substantial enough to act upon
- Whether the member needs to step out from the meeting / discussion or refrain from voting
- Any other action needed - noting it is worth being on the safe side.
- Actions must be documented in the Minutes for transparency.

Process 3: For ongoing matters where a Board Member has a conflict, the Chair needs to make appropriate arrangements with the member and others to ensure there is no impact from the conflict.

This is recorded in the minutes each time. If the discussion of a conflict of interest involves the Chair, then a Temporary Chair needs to be appointed by the rest of the Committee to manage the discussion.

Blue Shield Logo and use of the Blue Shield Australia logo



Guidelines on how and when to use the Blue Shield logo can be found in the Dropbox folder maintained by BSA (details are available from the Secretary). Guidelines from Blue Shield International are also available <https://theblueshield.org/get-involved/create-a-national-committee/>

Permission to use of the Blue Shield Australia logo should be sought in advance, and in writing to the Chair of BSA. This will ensure that the guidelines for use of the logo and the name and brand of Blue Shield can be managed. For example, if you wish to add a BSA logo to your event advertising, advise the Chair in advance that you wish for the event to be jointly branded, and outline the opportunities to the Chair in advance.

Finance and Administration

The BSA is not incorporated but runs finances on the principles and governance ethics of the Associations that BSA Committee Members are financial members and representatives of.

The Chair and Secretary have approval rights for the Bank Account. Finances are reported at each meeting. BSA Committee Members can request to view bank account statements at any time.

BSA operates like a Not-For-Profit and the general principles of financial, fiduciary, and legal principles apply. Committee members should conduct the operations of the Blue Shield Australia committee as if it



was an Incorporated organisation. General guidelines can be found at <https://www.nfplaw.org.au/governance>.

Committee members will be asked to fund their own attendance and travel to any Blue Shield related event.

If funding proposals are required for any reason, or a committee member wishes to request funding, this should be done via a formal proposal and tabled at a meeting. Funding proposals may also be discussed with the Chair and circulated and voted by flying minute in between meetings, and then recorded in the minutes of the subsequent meeting. A report should be provided as part of the acquittal of the funds used and invoices recorded by the Treasurer.

Given that the BSA Chair is ideally present at the General Assembly as the nominated representative, priority funding may be required in order to facilitate that attendance and will be decided by the Committee on a case-by-case basis.

Membership Fees should be set and recorded in the minutes by the Chair and Committee at the final meeting of the calendar year and Invoices are sent by the Secretary in November/December each year.



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Appendix FAQs

Why are there only 4 Founding Organisations / Pillar Bodies as members of Blue Shield Australia?

There are four main Founding Organisations (previously called Pillar Bodies) of BSA. This is because it follows the model of the International Blue Shield organisational structure. Further information about the history may be found at <https://theblueshield.org/about-us/history/>. There may be future discussions around membership makeup, both within Australia and internationally.

It should be noted that if someone is a current financial member of a Professional Association they are usually covered under public liability insurance if something happens to them at an event, or in the course of their duties as a volunteer representative of an Association. People involved in BSA that do not have an affiliation or are a paid and current member of an Association may not be covered under such insurances.

Who can be an Associate Member and how can they become a member of BSA?

An Associate member is very likely to be an organisation that supports the objectives of Blue Shield Australia and which agrees to be bound by BSA operating principles and is also financial. Associates get identified on a case by case basis and by Committee discussions. The new Association would then nominate a representative to be on the BSA Committee. It is envisaged that in only very rare cases might an Associate member be an individual with no affiliation to any organisation that supports the objectives of Blue Shield Australia.

How can an ordinary member of a Founding Organisation, or Association, get involved in BSA?

While the nominated representative (or proxy) of a Founding Organisation or affiliate is the sole person that attends BSA Committee meetings, there are many ways that interested parties and members of the pillar and affiliate associations can become involved in the work of BSA:

- They can contact their nominated representative on BSA and suggest ideas and/or offer their particular skills for a project, event or task.
- They can assist the BSA representative in preparing communications for their Association
- Association and Pillar association members can make themselves familiar with the materials on the BSA website and suggest new content for the website to their nominated committee member, who will pass this on as a suggestion to the BSA Website Co-ordinator (noting that commercial information will not be published on the website without prior approval from the Chair)
- Association and Pillar members are strongly encouraged to embrace the Disaster preparation and recovery campaigns by undertaking local events in their individual organisations, for example relating to the Day for Disaster Risk Reduction, supporting and attending events organised by BSA and other Disaster Preparedness organisations to improve their knowledge, skills and awareness.
- Association and Pillar members are strongly encouraged to report on activities that relate to disaster recovery to their BSA Representative, or the Associations main contact e.g. The Executive Director or relevant Association committee member. This could include, but not be limited to :
 - Notifying BSA through the email account of disasters in Australian GLAM and Historical sites immediately so that this information can be shared on BSA social media and amongst BSA Committee members info@blueshieldaustralia.org.au
 - Notifying BSA Committee Members / their Nominated BSA Representative of relevant research and other activities that may be of interest relating to disaster preparedness, disaster recovery and cultural heritage protection etc. This can also be promoted through BSA communication channels.
- Association and Pillar individual members are strongly encouraged to follow the BSA Facebook and Twitter and the Blue Shield International Facebook and Twitter and share information provided on these social media channels to their colleagues and friends to spread awareness of cultural heritage protection and disaster recovery information and events.