

Digital Committee Charter

Purpose and goals

The Digital Committee exists to provide the retail industry with a centralised platform of thought leadership specific to digital developments and eCommerce. The committee, consisting of leading digital and eCommerce specialists, provides guidance to the ARA and its members on:

- Growth in domestic markets
- Support for Australian brands in overseas markets
- Legislative and regulatory developments
- Sustainability
- Digital training needs

The ARA's Digital Committee will help retailers succeed by joining them to a network of industry leaders, provide retailers with tools to support expansion into online and overseas markets, and guide the ARA's advocacy across policy issues affecting retailers.

Roles and responsibilities

Committee members are expected to show leadership in developing recommendations for policy in the field of eCommerce on behalf of the retail industry. Specifically, the Committee should develop policy which ensures both government, industry, and key stakeholders have a sound understanding of eCommerce best practice. To facilitate this aim, the roles and responsibilities of the committee are as follows:

Membership

- Twelve advisory members
- Expected to attend committee members
- Active participation in thought leadership
- Actively recruit appropriate new members to the committee as required

Committee Chairperson

Prior to a committee meeting, the chairperson will:

- Consult with the Secretariat on all matters to be discussed at meetings
- Supervise and prepare, together with the Secretariat, the agenda for the meeting
- Review the minutes and ensure they are sent out to members with sufficient notice before a subsequent committee meeting
- Be acquainted with reports, correspondence, business etc., which is to be presented at the meeting

During meetings, the chairperson will:

- Open the meeting
- Conduct the business of the meeting in accordance with the order of the agenda
- Allow free and, if necessary, formal debate which allows all committee members the opportunity to speak
- Close the meeting when all matters are attended to

Secretariat

- Ensure requirements for meeting location are met and times and locations are circulated
- Ensure a quorum of seven is present for each meeting and manage apologies
- Draft and check the minutes for the chairperson's approval
- Compile minutes for meetings and circulate to all committee members four weeks in advance of next meeting
- Collate agenda items with the chairperson and provide to all committee members
- Manage the papers and committee matters in an orderly way for reference and policy development
- Provide information as required or as requested by the committee

Length and scope of membership

Membership will be maintained for a twelve-month duration, however, in volunteering time to the committee, there is no specific term of assignment. Annual review of the committee profile is required to allow an orderly process for members to either transition or remain in situ.

Chairperson succession is informal with the nomination of a new chair as the key representative of the committee to be determined by the committee members. The chairperson can hold the position for successive years on the vote of committee members.

Accountability

Accountability of all committee members extends to the following points:

- Consideration for the needs and best interests of the committee as a whole
- Contribution to collective discussion in a professional and inclusive way
- Maintaining confidentiality outside of the committee meeting to ensure respect for industry intelligence
- Inclusive and collegial behavior to ensure the culture of the committee encourages contribution
- Ensuring timely attendance and remaining respectful of professional protocol
- Reading and reviewing minutes and preparing notes in advance of committee meetings
- Directing all grievances or concerns in a professional way to the committee chairperson

Meeting schedules

Digital Committee meetings will be held monthly with the following proposed dates for 2020:

- May 15
- June 19
- July 17
- August 21
- September 18
- October 16
- November 20