# WA Branch AISIG Steering Committee Terms of Reference

The primary objective of the ACS WA Branch Artificial Intelligence Special Interest Group (AISIG) will be to promote the understanding, development, and ethical use of AI technologies and Data Analytics within the ACS community.

AISIG Meet-ups will facilitate interaction and dialog amongst ACS related to AISIG Aims, the sharing of expertise, or to produce tangible outcomes of benefit to members, the discipline, or the community. These might include project proposals, initiatives, or collaborations.

## AISIG Aims

AISIG Aims are as follows:

**Education and Awareness:** *Organising* workshops, seminars, webinars, and/or training programs to educate members about AI and Data Analytics concepts, tools, and best practices.

**Research and Development:** *Encouraging* members to contribute to AI and Data Analytics projects, publications, and open-source developments.

**Ethics and Governance:** *Addressing* ethical concerns associated with AI and Data Analytics and championing responsible AI development and deployment.

**Networking and Collaboration:** *Establishing* connections with AI and Data Analytics experts, research institutions, and industry leaders to foster collaboration opportunities for members.

**Knowledge Dissemination:** *Creating* a repository of AI and Data Analytics resources, case studies, and reference materials accessible to ACS members.

**Community Engagement:** *Encouraging* student involvement and support emerging talents.

**Advocacy:** *Advocating* for AI policies that align with ACS mission and values and represent the society's interests.

## Appointment and Composition of the Steering Committee

AISIG events will be planned and managed by an AISIG Steering Committee which will be appointed by the Branch Executive Committee (BEC).

The Steering Committee will be composed of a Chair plus at least 4 and up to 8 other Committee members, one of whom must be a member of the Branch Executive Committee.

Calls for Expressions of Interest for the AISIG Chair or Steering Committee member roles will be called by the Branch Executive Committee as needed.

Selection will occur at the Branch Executive Committee meeting following the closing date for the Expression of Interest, or through out of session voting.

Under normal circumstances, the Chair and Committee members will serve 2-year terms commencing on 1 July.

The Branch Executive Committee may remove the Chair or Committee members at any time if they fail to fulfill their roles. The Branch Executive Committee may choose to fill casual vacancies, or to appoint additional members.

The Branch Executive Committee will endeavour to ensure that the AISIG Steering Committee has a gender balance and includes representatives from both industry and academia.

## Role of the AISIG Steering Committee Chair

The AISIG Steering Committee Chair will:

* Call monthly meeting to plan and prioritise AISIG activities, meet-ups and initiatives that are aligned with the AISIG Aims.
* Chair or delegate the chairing of Steering Committee meetings.
* Ensure that minutes are kept of each Steering Committee meeting, and that these are distributed to both the Steering Committee and the Branch Executive Committee. The Chair may choose to delegate responsibility for keeping minutes to another member of the Steering Committee, but it is the Chair’s responsibility to ensure that these are distributed as required.
* Submit a budget request for AISIG Activities to be considered by the WA Branch Executive Committee during the annual budgeting process, together with targets and metrics by which the success of activities, meet-ups, and events will be measured.
* Liaise with Branch Executive Committee and the Branch Manager to request the expenditure of funds in accordance with normal Branch processes.
* Liaise with Branch staff to ensure that event publicity is ready at least one-month prior to the event.
* Prepare a short written report on AISIG activities, meet-ups and initiatives to be tabled at the final Branch Executive Committee meeting of each calendar year.
Metrics to be included in the report are:
1. The extent to which targets identified during the budgeting process have been attained;
2. Outcomes arising from meet-ups, projects and initiatives with a focus on their alignment with Branch and National priorities; and
3. Expenses for the year relative to budget.

## Role of the AISIG Steering Committee Member

AISIG Steering Committee Members will:

* Possess expertise, know how, and organisational skills required to plan activities, meet-ups and initiatives that are aligned with the AISIG Aims.
* Submit written proposals for AISIG activities, meet-ups, and initiatives.
* Participate in planning and publicly distributing publicity for AISIG activities, meet-ups, and initiatives.
* Contribute to the communication of outcomes by sharing summaries of AISIG meet-ups, initiatives, and projects through appropriate channels such as newsletters, blog posts, LinkedIn updates, or member-only reports.
* Attend Steering Committee meetings on a regular basis or provide an apology in advance if they are unable to attend. Failure to attend 3 meetings without apology may be grounds for the Branch Executive Committee to remove a member from the AISIG Steering Committee.
* An AISIG Steering Committee member who also serves on the Branch Executive Committee will report on AISIG activities, events, and initiatives at monthly BEC meetings.

## Terms of Reference Amendment

These Terms of Reference may be subject to future review and amendment, in consultation with and subject to approval by the WA BEC. Any changes would automatically apply to all existing AISIG Steering Committee members.