

TERMS OF REFERENCE CLIENT & MARKET GROWTH TASKFORCE

Purpose

The Client & Market Growth Committee has been established by the Australian Passivhaus Association (APA) to advise and contribute to strategies and initiatives aimed at expanding the client base and promoting market growth within the Passivhaus community in Australia.

Objectives

The Committee is designed to support the following objectives:

- Identify target stakeholders and develop strategies to expand the market for Passivhaus construction projects in Australia
- Understand the needs and preferences of potential clients and raise awareness of Passivhaus principles.
- Collaborate with industry partners, organizations, and government bodies to promote the adoption of Passivhaus standards.
- Identify and shape compelling business cases for newly identified project sectors.
- Provide crucial assistance during interactions with key "clients" to facilitate their transition to Passivhaus, as directed by APA staff.
- Craft educational opportunities and materials to ensure knowledge transfer to APA members.
- Contribute to the development of educational materials and programs to facilitate the adoption of Passivhaus standards among clients and industry professionals.

In discharging their responsibilities, the Task force members have a duty to act in the best interests of the APA, irrespective of personal, professional, commercial or other interests, loyalties or affiliations.

Composition and Term

The Committee will consist of APA members with expertise and experience relevant to client and market growth. The Taskforce will have a maximum of 15 members.

The term of appointment to the Taskforce will be for 1 year with renewal annually. Renewal will be offered to Committee members who demonstrate a commitment and undertake actions to support the Committee consistently.

Task force members should possess the following desirable attributes:

- An understanding of how to acquire new clients in the target sectors identified by APA's strategic plan.
- Understanding of the Australian construction industry and the ability to identify growth opportunities and barriers
- A focus on understanding and addressing the needs of potential clients.
- A collaborate spirit in partnering with industry partners, organizations, and government bodies to drive adoption of Passivhaus standards.

- Experience in developing compelling business cases for Passivhaus projects.
- Skill in stakeholder mapping and engagement to foster industry connections.

All appointments to the task force shall be approved by the APA CEO. A member of the task force will act as the chair of the task force.

- The Committee will convene monthly meetings regularly, more frequently as deemed necessary to achieve its objectives.
- All actions undertaken by the committee will be within an approved workplan.
- Committee may invite other people to attend as they see fit and consult with other people or seek any information considered necessary to fulfil their responsibilities
- Meetings may be held in person or through virtual means to facilitate participation.
- Meeting notices and agendas will include relevant supporting documents.
- Each member of the task force acknowledges that the legal interest in any intellectual property in material developed by the task force will vest in the APA
- Committee members will disclose any conflicts of interest at the beginning of each meeting.
- Members of the task force who do not attend two consecutive meetings will have their positions reviewed.
- The chairperson will communicate the deliberations and recommendations of the Committee to the CEO after each meeting within a reasonable period.
- The Committee will keep written records of its proceedings and provide these to the APA CEO.

Secretarial Duties

- The secretarial duties of the task force will be performed by a designated APA admin officer.
- Meeting proceedings will be documented in minutes
- Minutes of all meetings will be provided to the APA CEO

Code of Conduct

Committee members are expected to:

- Prepare appropriately for meetings
- Avoid conflicts of interest;
- Act responsibly and respectfully in meetings;
- Strive for consensus whenever possible;
- Behave in an ethical manner;
- Exercise independent judgment
- Act responsibly in relation to confidential information

Review and Adaptation

The terms of reference & review of this task force will be subject to periodic review and adaptation to ensure alignment with APA strategic goal, the evolving needs within the

Passivhaus community. The APA CEO approves or further reviews the charter as necessary.

APA Governance Structures

GOVERNANCE AND STRUCTURE

The Australian Passivhaus Association is governed by its Constitution which depicts the rules by which the organisation will operate and the restrictions, powers and duties of its directors and board members.

The Australian Passivhaus Association are required to observe the requirements of incorporation, fundraising and tax office status.

