

The Terms of Reference (ToR) for the AALL Advisory Committee

Introduction

The Association for Academic Language and Learning (AALL) Advisory Committee supports the Executive by providing guidance, mentorship, and feedback from a diverse range of perspectives. This document outlines the Terms of Reference for the AALL Advisory Committee, detailing its purpose, composition, roles, and responsibilities.

Purpose

The AALL Advisory Committee:

- Offers one-on-one mentorship to members of the AALL Executive throughout their term, as negotiated.
- Provides constructive feedback on draft strategic reports prepared by the AALL Executive.
- Brings diverse perspectives, including those external to AALL and academic advising, into the strategic deliberations of the AALL.
- Incorporates a wide range of knowledges into the Association's strategy and operations, particularly from traditionally underrepresented groups in higher education.

Composition

The Advisory Committee consists of up to ten members appointed by invitation from the incoming AALL Executive. Membership may include, but is not limited to:

- The current AALL President or nominated representative
- Immediate Past President
- Former Executive Members
- Previous Conference Director (Institutional host)
- Representatives from connected Associations
- International counterparts
- Industry experts
- Voices underrepresented by the current Executive, such as First Nations, or individuals representing diverse genders, abilities, or ethnicities.

Roles and Responsibilities

Members of the Advisory Committee:

- Provide mentorship to AALL Executive members, facilitating their professional development and enhancing their leadership capabilities within AALL.
- Review and offer feedback on strategic documents and reports to ensure they align with the mission, vision, and values of AALL, and reflect the needs and perspectives of the broader academic language and learning community.
- Contribute to the diversity of thought, perspective, and expertise within AALL's strategic planning processes, ensuring that the Association remains inclusive and representative of its membership base.
- Participate in meetings and discussions as required, offering insights and guidance drawn from their professional experience and expertise.

Meetings

The Advisory Committee meets as required, but at least once a year to discuss strategic initiatives, review progress, and provide guidance to the Executive.

Reporting

The Advisory Committee reports directly to the AALL Executive. An annual summary report of activities, insights, and recommendations may be provided to the Executive and may be shared with the broader AALL membership as deemed appropriate.

Appointment

Members of the Advisory Committee will be appointed as outlined in the [nomination process](#). The AALL Executive will review all nominations based on the nominees' qualifications, experience, and the alignment of their vision with the goals of AALL. Particular consideration will be given to ensuring a diverse representation of perspectives and expertise on the Advisory Committee as well as the present needs of the organisation.

Members of the Advisory Committee are appointed for a term of two years, with the possibility of renewal at the discretion of the incoming AALL Executive. Project-based appointments may also be made and will be determined at the time of appointment with the endorsement of the AALL Executive. Staggered terms of appointment may be utilised to ensure continuity.

Review and Amendment of Terms of Reference

These Terms of Reference are reviewed biennially, or as required, by the Executive to ensure they remain relevant and effective in guiding the Advisory Committee's work. Amendments can be made with the approval of the AALL Executive.

Approval

These Terms of Reference are approved by the AALL Executive and take effect immediately upon adoption.
