# Membership

A Regional Council consists of a minimum of five members appointed by the Minister. The members of the Regional Council elect one of the ministerially appointed members as chairperson and one as deputy chairperson.

Under the *Education and Training Reform Act 2006*, the Regional Council can co-opt up to two additional members for up to one year. A co-opted member has the same rights, powers, duties and entitlements as any other member of the Regional Council except that they cannot hold the positions of chairperson or deputy chairperson.

The Act prohibits co-opting the same person more than once.

# Attendance

Regional Council members should endeavour to attend all scheduled meetings and make a positive contribution to discussions.

The office of a member becomes vacant if they are absent from three consecutive Regional Council meetings without the chairperson’s leave or, in the case of the chairperson, without the Minister’s leave. A member may resign from the Regional Council by notifying the Minister in writing.

The Minister may remove or suspend a member from office. The office of a member becomes vacant if they become bankrupt or are found guilty of an indictable offence. If either occurs, the chairperson of the Regional Council should advise the ACFE Secretariat in writing as soon as possible. The Secretariat will then take the necessary action.

# Appointing new members to the Regional Council

When appointing members of a Regional Council, the Minister must consider any advice given in a consultation about membership and ensure that, as a group, the members of the Regional Council:

* have knowledge, skills and experience of and in the adult, community education sector
* reflect in a fair and balanced way the diversity of the community in that region
* have knowledge and experience in governance.

# The skills, experience and knowledge of Regional Council members

When encouraging people to consider applying for Ministerial appointment or co-opting members to Regional Council, the Chairperson should consider the balance of skills and experience of current members and the need for new or further expertise in specific areas.

In addition to those attributes specified in the Act, it is useful to have:

* members from different geographic areas in the region (particularly in regional Victoria or where there is significant diversity in the region)
* members connected with various communities of interest in the region (for example employers, industry associations, indigenous people, older people, sexually and gender diverse people, people working in community agencies, people from migrant or refugee communities).

# Recruitment strategies

The Department will formally advertise vacancies on Regional Councils; however, Regional Council members can contribute to the recruitment process by advising their own networks and communities of the availability of positions on the Regional Council and encouraging appropriately skilled and knowledgeable people to apply.