



Australian
Industry and
Skills Committee

Industry Reference Committee Induction Toolkit

Membership

Who appoints Industry Reference Committees (IRCs) members?

The Australian Industry and Skills Committee (AISC) appoints IRC members after an open nomination process.

IRCs usually have around 12 members, all experts from their industry sector.

When considering members, the AISC looks for:

- industry experience, skills and knowledge to consider training packages
- a balance of representatives from around the country.

How long are IRC members appointed for?

IRC members are appointed for three-year terms, with the possibility of being reappointed for one extra year.

IRCs have allocated positions for particular organisations, such as industry peak bodies or industry regulators.

How are IRCs chaired?

Each IRC has a Chair and Deputy Chair. Candidates for these positions may be nominated by other members or may put themselves forward. Both are elected by the IRC and endorsed by the AISC. Usually these positions are held for two years, with the option to re-elect for another two years.

In electing a Chair and Deputy Chair, IRC members should make every effort to agree on nominees. If everyone cannot agree on who to elect, a two-thirds majority vote can be used to decide.

Chairs have an important role to:

- provide leadership to the IRC
- be the IRC's main contact for the AISC
- work with the Skills Service Organisation (SSO) that provides support to the IRC
- identify opportunities to communicate and consult with the IRCs industry sectors
- communicate any engagement opportunities, VET sector updates or correspondence from the AISC or the Department of Education, Skills and Employment to the IRC members.

The Deputy Chair performs the role of the Chair if the Chair is not available.

How are IRC members replaced?

IRC membership can change due to a:

- member resigning
- member leaving the organisation that they represent on the IRC, such as an industry peak body
- member missing three consecutive meetings, without the Chair's approval
- formal AISC review process.

IRCs need to advise the AISC secretariat of any proposed membership changes outside of a formal review process.

The AISC approves structural changes to IRCs and endorse any new appointments.



How do I join an IRC?

If there is a vacant position on an IRC that is open for nominations it will be advertised through SSOs, industry networks, the AISC website, and other volunteer recruitment platforms.

To see the list of all IRCs click [here](#).

For more information visit the AISC website at aisc.net.au.

