



**Polaris Women In Business Network**  
**Advisory Committee**  
**Terms of Reference**  
**&**  
**Code of Conduct**

WOMEN  
— IN —  
BUSINESS

## **Women In Business Network Advisory Committee:**

The Polaris Team will work with the Women In Business Network Advisory Committee (WIBNAC) to co-create and develop Terms of Reference (TOR) and a Code of Conduct (COC) that empowers the committee and provides clear guidance for committee roles, responsibilities and goals.

The WIBNAC is not an independent or an incorporated group, but rather an advisory committee to the Polaris Centre who has overall responsibility for the Women In Business Network. The WIBNAC will support The Polaris Centre with guidance and be a conduit to women in business in the Adelaide community. The Polaris Centre will consider advice and guidance from the committee as it develops and shapes services and programs to meet the needs of women in business.

The Polaris Women In Business Network is a female only network that creates a community in which women are inspired, supported and empowered to create and grow purposeful and profitable businesses.

*For more information please contact the Polaris Women In Business Lead, Janet Wootton via email only:  
[jwootton@salisbury.sa.gov.au](mailto:jwootton@salisbury.sa.gov.au)*

# **Terms of Reference (TOR) and Code of Conduct (COC)**

## **1. Purpose of the Committee:**

- 1.1. The purpose of the WIB Network Advisory Committee (WIBNAC) is to provide advice and guidance to the Polaris Centre about the challenges and needs of Women in Business. This includes networking opportunities, events, workshops, and peer to peer business support for women that fosters the growth and success of women owned and operated businesses.
- 1.2. The WIBNAC serves as a dedicated group of volunteer women committed to supporting and advancing the interests of women in business in the community.
- 1.3. WIBNAC is not an independent or an incorporated group but rather an advisory committee to the Polaris Centre.
- 1.4. We encourage open communication and collaboration between all members to create a supportive environment for women in business.

## **2. Committee Structure:**

- 2.1. The committee will be comprised of a diverse group of volunteer women from a range of business sectors and the Polaris Women In Business Network, Lead.
- 2.2. The Polaris Women In Business Network Lead will coordinate and is the primary point of contact for all event-related information and networking initiatives for the Women In Business Network. This role is responsible for disseminating relevant details and updates to the WIBNAC, ensuring that members are informed and engaged.
- 2.3. The Chairperson will be elected each year by the members of the WIBNAC from within the committee to serve for 12 months. The Chairperson will focus on facilitating discussions among committee members and overseeing the overall direction of the committee. Whilst the Chair will not handle the day-to-day operations of event communications, their leadership will help guide the committee's objectives and initiatives.
  - 2.3.1. Committee members should discuss any concerns and issues about the Polaris WIB Network with the Chairperson who will if needed raise these concerns at the next committee meeting, liaise and consult with the Polaris Women In Business Network, Lead and/or help resolve these issues within the committee.
  - 2.3.2. Committee members should discuss and send suggested Advisory Committee Agenda items to the Chairperson.
  - 2.3.3. The Chairperson will meet once a month before scheduled WIBNAC Meetings with the Polaris Centre Polaris Women In Business Network, Lead to finalise the agenda. Once finalised, the Chairperson will circulate the agenda to WIBNAC members.
  - 2.3.4. The Polaris Women In Business Network, Lead will discuss WIBNAC recommendations with the Team Leader, Polaris Centre and/or the Manager, City Shaping.
- 2.4. Guidance and support will be provided to the WIBNAC by the Polaris Business Development Centre to ensure alignment with the values of the City of Salisbury and requirements of funding organisations.
- 2.5. The Team Leader, Polaris Centre and/or the Manager, City Shaping will attend WIBNAC meetings on an ad hoc basis as needed to provide updates relevant to the committee and Polaris WIB Network.
- 2.6. The Polaris Women In Business Network, Lead will be an ex-officio member and not have any voting rights.
- 2.7. The WIBNAC will take the responsibility of taking minutes, with a committee member appointed. The appointed member will send the minutes to the Chairperson, who will then distribute them to all committee members. The Polaris Women In Business Network, Lead will make the Minutes available to the Team Leader, Polaris Centre and/or the Manager, City Shaping as agreed.

### **3. Selection and Appointment to the Committee:**

- 3.1. Membership on the Polaris WIB Network Advisory Committee will be considered by a public Expression of Interest (Eoi). *See Attachment A.*

### **4. Membership Criteria:**

- 4.1. WIBNAC Committee members are women that are business owners or managing directors in companies with significant lived business ownership.
- 4.2. Committee members are volunteers motivated by a genuine desire to contribute to the success of women in business.
- 4.3. Committee members may be required to commit up to 10 hours per month to actively participate in committee activities including committee meetings, undertake event organisation and promotion tasks and support with the setup and pack-up at Women In Business Events.
- 4.4. Committee members must always engage with each other in a professional, collegiate, respectful, and collaborative manner.
- 4.5. Conflict of Interest or perceived Conflict of Interest may be defined and considered as part of the selection process and may include for example:
  - 4.5.1. Being part of a competing service or committee.

### **5. Term of Service:**

- 5.1. Committee members will serve a 2-year term. At the end of their tenure, members may choose to renominate. The committee will vote confidentially, and the Polaris Women In Business Network Lead will seek endorsement of the nominations from the Team Leader, Polaris Centre, and/or the Manager, City Shaping. The Polaris Centre will have the final decision.

### **6. Roles and Responsibilities:**

- 6.1. The committee will meet every month [e.g. 3<sup>rd</sup> Thursday of every month at 9am] and as needed.
- 6.2. Actively contribute ideas that enhance the impact and reach of the WIB network.
- 6.3. Identify and help secure speakers for events that provide valuable insights and support to women in business.
- 6.4. Support the organisation of conferences and workshops that align with the goals of the Polaris Women In Business Network as agreed at the committee meeting.
- 6.5. Share feedback and insights into the needs and challenges of women in business for the purpose of developing initiatives to address these needs and challenges.
- 6.6. Utilise personal and professional networks to expand the network's influence and reach.
- 6.7. Work closely and collaborate with the Polaris Women In Business Network, Lead and the Polaris Business Development Centre team to plan and organise networking events.
- 6.8. Individual committee members should not commit the Polaris Centre, City of Salisbury and/or the WIBNAC to any activities, promises of service, speaker appointments and spending of money unless they have received prior approval from the Polaris Women In Business Network, Lead.

7. Polaris Women In Business events will not be emceed by members of the WIBNAC. Polaris will appoint an emcee for each event.

### **8. Decision-Making Process:**

- 8.1. Recommendations to the Polaris Centre will be made by consensus. In the event of a tie, the Chairperson will have the deciding vote. A quorum is not required for these decisions.
- 8.2. WIBNAC members are expected to actively and positively support the decisions made by the Polaris WIBNAC Network Advisory Committee, even if they personally disagree with a particular decision.
- 8.3. Before implementation and execution committee recommendations will be considered by the Polaris Centre and/or the City of Salisbury to determine if and what resources or funds need to be provided and/or expended, whether recommendations align with the Polaris Centre operations and values.
- 8.4. Where the Polaris Centre does not adopt recommendations put forward by the WIBNAC, the Polaris Centre makes a commitment to providing reasons wherever possible.

## **9. Confidentiality:**

- 9.1. Committee members must maintain confidentiality and comply with privacy legislation of information shared during meetings or related to network members.

## **10. Termination of Tenure:**

- 10.1. On majority recommendation of the WIBNAC or the Polaris Centre, tenure may be terminated by the Polaris Centre and/or the City of Salisbury if:
  - 10.1.1. a member consistently fails to fulfil their commitments or,
  - 10.1.2. if a member's actions are not aligned to the goals the Polaris Women in Business Network or,
  - 10.1.3. a member brings the network and supporting organisations into disrepute.

## **11. Amendments:**

- 11.1. These Terms of Reference may be amended in consultation with the WIBNAC and the endorsement of the Polaris Business Development Centre.
- 11.2. By agreeing to serve on the WIBNAC, members acknowledge their commitment to these terms and their commitment to the success and empowerment of women in business.

## **12. Additional Conditions:**

- 12.1. The Polaris Centre and the Women In Business Network will acknowledge, promote, and recognise committee members and their businesses, however, membership on the WIBNAC is not an endorsement of member's business, constitute entitlement to work from the Polaris Centre or City of Salisbury, receive any financial benefit by being a committee member and/or a platform for members to promote or market their business.
- 12.2. In advocating for women in business, committee members must always be neutral in political issues and not be publicly disparaging of Government (Departments, Ministers and/or staff), City of Salisbury, The Polaris Centre, sponsors, and funding bodies. Issues and concerns should be raised at WIBNAC meetings in a professional, empathetic, and confidential manner.

## Attachment A

An Expression of Interest will be undertaken every 12 months to recruit committee members with aligned values to support women in business and the appropriate skills to achieve outcomes and impacts for the Women In Business Network Advisory Committee (WIBNAC). The Request for EOI will go to 'market' at the beginning of May each year, selection to be finalised in June each year with commencement of new committee members on the 1<sup>st</sup> July each year.

The WIBNAC will be consistently made up of 7 – 9 members with a diversity of skills including:

- Business strategy & growth
- Business budgeting, finances, and accounting. E.g - CPA/CA
- People & culture management, HR policy, WHS, Workplace wellbeing
- Communication and marketing,
- Business and commercial law
- Specialities in retail, manufacturing, defence industries, construction, health, NDIS

The committee will elect a chairperson every 12 months from within the committee.

The Polaris Centre will appoint a staff member (Lead) to support the committee with implementation and execution of initiatives, events coordination and operational requirements.

### 2025 Expression of Interest (EOI)

*The Polaris Business Development Centre is seeking an Expression of Interest (EOI) from experienced, skilled and passionate women in business to join the Women In Business Network Advisory Committee (WIBNAC) to support the Polaris Women In Business Network.*

*Why should you join the WIBNAC?*

- ✓ *This is an opportunity for experienced, skilled, and successful women in business to 'Pay It Forward' and help support and develop more female leaders in business.*
- ✓ *This is an opportunity for you to strengthen your personal and professional development by participating in governance, collective decision making, co-designing, and delivering outcomes and impact for women.*
- ✓ *This will increase your personal and business profile by demonstrating your commitment to supporting the economic participation, development, and success of women in our community.*

*Please submit a covering letter and a resume, via email to [polaris@salisbury.sa.gov.au](mailto:polaris@salisbury.sa.gov.au), addressing the following criteria:*

- ✓ *Committee members are women that are business owners or managing directors in companies with significant lived business ownership.*
- ✓ *Committee members are volunteers motivated by a genuine desire to contribute to the success of women in business.*
- ✓ *Committee members may be required to commit up to 10 hours per month to actively participate in committee activities including committee meetings, undertake event organisation and promotion tasks and support with the setup and pack-up at WIB Events.*
- ✓ *Committee members must always engage with each other in a professional, collegiate, respectful, and collaborative manner.*
- ✓ *Conflict of Interest or perceived Conflict of Interest may be defined and considered as part of the selection process and may include for example: Being part of a competing service or committee.*

Please click **HERE** to read more info about the WIBNAC including Terms of Reference and Code of Conduct.  
For more information please contact: Janet Wootton via email only [jwootton@salisbury.sa.gov.au](mailto:jwootton@salisbury.sa.gov.au)