

Supply Nation Indigenous Business Advisory Group

Terms of Reference

1. Purpose of the Indigenous Business Advisory Group

Supply Nation believes that the voice of Indigenous businesses is critical in the ongoing growth of the sector. Supply Nation will work alongside an elected group of its certified and registered Indigenous businesses owners to provide a forum for feedback, and to collaborate to develop solutions to assist our members and suppliers to do more business together.

2. Areas of Focus

The focus of the Indigenous Business Advisory Group aligns with Supply Nation's vision to build a prosperous, vibrant and sustainable Indigenous business sector.

The Indigenous Business Advisory Group will assist Supply Nation by:

- Providing direct feedback to the Supply Nation Board via the Chief Executive Officer on pertinent issues facing Indigenous businesses registered and certified with Supply Nation;
- Providing high level advice on supplier diversity best practice from their business perspective, and;
- Providing ideas and/or information and feedback to support the development of tools, programs or initiatives designed to allow Supply Nation to meet its stated purpose.

3. Composition

The Indigenous Business Advisory Group will be comprised of up to a maximum of eight (8) representatives from Supply Nation's registered and certified suppliers along with Supply Nations' Chief Executive Officer (or the CEO's proxy) (as a non-contributing member).

Membership will be comprised of up to three (3) Supply Nation Registered Indigenous businesses and up to three (3) Supply Nation Certified businesses and should represent the broad geography of Australia.

Supply Nation may appoint up to two (2) additional Indigenous Businesses to the Advisory Group. Member representatives from the registered or certified business must be of Indigenous Descent.

4. Membership

Membership of the Indigenous Business Advisory Group will be determined by a popular vote of Supply Nation's Indigenous business supplier base following an expression of interest nomination process.

Supply Nation may also appoint up to two (2) Indigenous business representative at its own discretion.

5. Responsibilities

Supply Nation's Indigenous Business Advisory Group's responsibilities are to:

- Attend meetings either in person or via teleconference (approximately 4 meetings per year);
- Provide feedback, guidance and relevant stakeholder advice from an Indigenous business perspective on Supply Nation's activities with Indigenous businesses and the sector;
- Bring to the attention of Supply Nation and its management any important current and emerging issues facing Indigenous businesses and the Indigenous Business Sector.

**Please note the Indigenous Business Advisory Group is not a decision-making body. Supply Nation will take on board all reasonable advice of the group, however, ultimately Supply Nation will be the final decision makers.*

6. Terms of office

The Indigenous Business Advisory Group will be appointed for a period of 12 months.

Continued membership of Supply Nation's Indigenous Business Advisory Group remains dependent on the elected members' business interest remaining in good standing with Supply Nation in that the members' business interest remains compliant with Supply Nation's Registration and Certification Criteria, and that the business is in full compliance with Supply Nation's Terms and Conditions.

Supply Nation may wind up the Indigenous Business Advisory Group at its discretion at the end of a term and will provide current elected members with at least four (4) weeks' notice.

7. Meetings

The Indigenous Business Advisory Group will meet formally quarterly, or as is required, with face to face meetings held at the Supply Nation Head office in Sydney, NSW or other locations by agreement. Teleconferencing will also be used to accommodate Advisory Group member availability.

Proposed meeting dates will be set in advance with reminder invitations sent from Supply Nation 3-4 weeks in advance of each meeting.

Agendas and associated documentation will be distributed at least a week prior to the meeting.

8. Chair

The Chair will be elected by a vote of the representative members of Indigenous Business Advisory Group at the first meeting of the year and will serve as the Advisory Group's Chair for the tenured period of the respective Advisory Group.

If the Chair is unavailable for any set meeting, the Advisory Group will elect a Chair from the meeting's attending members (provided a quorum is present), who will preside over the respective meeting only.

Supply Nation's representative on the Advisory Group will be ineligible to be the Advisory Group's Chair.

9. Quorum

A quorum will only exist if a total of five (5) Advisory Group members are present at a meeting.

10. Actions arising from the Indigenous Business Advisory Group

Actions arising from the Indigenous Business Advisory Group will be addressed in the following way:

- Advice or consensus provided by the Advisory Group will be reported to Supply Nation's Board of Directors through Supply Nation's Chief Executive Officer;
- Actions will be recorded in the minutes of Indigenous Business Advisory Group meetings, tracked and reported back to the Indigenous Business Advisory Group and distributed to all members within 1 week of the meeting;
- Where advice or consensus provided by the Group is not adopted, the Supply Nation Chief Executive Officer will provide an explanation to the Advisory Group at the following meeting or when next available.

11. External Activities

When and where appropriate, Advisory Group members are expected to advocate and support Supply Nation's vision and objectives with key stakeholders. Outside of this, members cannot publicly comment on behalf of the Advisory Group or Supply Nation unless otherwise agreed.

12. Confidentiality

Confidentiality will be maintained in relation to information or data considered by the Advisory Group unless otherwise agreed.