

The Supply Nation Leadership Roundtable

Terms of Reference

1. Purpose of the Leadership Roundtable

The Leadership Roundtable (LRT) brings together corporate and government members of Supply Nation who are actively engaging and transacting with Indigenous businesses and taking a leadership position alongside Supply Nation to build a prosperous, vibrant and sustainable Indigenous business sector.

The LRT provides a forum for feedback between members and Supply Nation, and the ability to collaborate to develop solutions to assist our members and Indigenous suppliers to do more business together.

2. Areas of Focus

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

The LRT will work with Supply Nation to assist the broader sector by:

- Providing feedback to Supply Nation on pertinent issues facing the Indigenous business sector from the buyer's perspective;
- Working collectively as a group and with Supply Nation to identify areas for focus and collaboration that will deliver outcomes that benefit the Indigenous business sector;
- 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, and
- Leading by example with significant Indigenous procurement in their sector / industry

3. Composition

The LRT will comprise representatives from Supply Nation's membership base with the most established Indigenous procurement programs, highest spend and engagement in the sector across the corporate and government memberships. Supply Nation will support the facilitation and will ensure the meetings are held with the Chief Executive Officer and other members of the Supply Nation membership team and staff, as required.

Each member will nominate one representative to attend meetings.

4. Criteria

At a minimum, to be eligible for the LRT, a corporate and government member will need to meet the following criteria:

- Must have held a membership with Supply Nation for more than 2 years
- Must have paid their Supply Nation membership in full
- Must have reported a minimum first tier spend with Indigenous businesses in FY21 of \$1.5m and the spend must represent the highest bracket for their industry *(NB this figure will be reviewed annually and*

will increase year on year) and/or must demonstrate significant levels of support for Supply Nation's mission through investment in partnerships, sponsorships, or special projects

- Indigenous spend data must be reported via SpendTracker within the relevant prescribed reporting period
- Must participate in a minimum of three LRT meetings per annum
- Must be willing to share best practice and be willing to coach others in the field of supplier diversity
- Must strive to increase procurement from Indigenous businesses year on year
- Must have demonstrated high levels of engagement with Supply Nation, including regular meetings with their Relationship Manager

**Please note:*

- *Current members of Raising the Bar will be eligible to attend, however, they must demonstrate highest spend in their industry and/or significant engagement with Supply Nation*
- *There will be a maximum of 5 members representing each industry*
- *Supply Nation will assess members' eligibility on the criteria above annually and will decide who is invited to participate in the LRT*
- *Supply Nation may agree to include 1-2 guest members to attend the LRT meetings*
- *Participation is by invitation by Supply Nation*

5. Responsibilities

The LRT's responsibilities are to:

- Attend virtual/in-person meetings, quarterly– please note that attendance in person is preferable if possible depending on travel and border restrictions
- Agree a set of priorities and outcomes for the group and work with Supply Nation and/or its partners to deliver these
- Provide feedback, guidance and relevant stakeholder advice from the member's perspective on Supply Nation's activities with Indigenous businesses sector and membership services/products
- Bring to the attention of Supply Nation and its management any important current and emerging issues facing corporate and government buyers that impact Indigenous supplier diversity in their organisations
- Act at all times with integrity and in the best interests of Supply Nation in accordance with the Supply Nation [Member Terms and Conditions](#) and [Code of Conduct](#).

**Please note, the LRT 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 maker.*

6. Meetings

- The LRT will meet quarterly, or as required.
- Meetings will run for approximately 3hrs with a 15min break
- Confirmed meeting dates will be sent in advance with reminder invitations sent from Supply Nation 3-4 weeks in advance of each meeting.
- Agendas and associated documentation will be distributed prior to each meeting.
- At the end of each meeting, attendees will discuss what worked well and what needs improvement, to ensure each meeting is as productive and interactive as possible.

7. Actions arising from the LRT

Actions arising from the LRT will be addressed in the following way:

- Actions will be recorded in the minutes of LRT meetings, tracked and reported back to the LRT and distributed to all members within 2 weeks of the meeting;
- Where advice or consensus provided by the LRT is not adopted, the Supply Nation Chief Executive Officer will provide an explanation to the LRT at the following meeting or when next available
- Advice, actions or recommendations agreed by the LRT will be reported to Supply Nation's Board of Directors through Supply Nation's Chief Executive Officer as required.

8. External Activities

When and where appropriate, LRT 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 LRT or Supply Nation unless otherwise agreed.

9. Confidentiality

Confidentiality will be maintained in relation to information or data considered by the LRT unless otherwise agreed. The LRT operates under Chatham House Rules to ensure honest and open dialogue within the meeting.

10. Communication channels

Email will be the main communication channel used to circulate information and meeting invitations to the Leadership Roundtable group.

11. Costs and payment

Participation in the LRT is on a voluntary basis upon invitation from Supply Nation and there is no remuneration for LRT members.