

FSO Guide for Members

Welcome to the Future Skills Organisation

As a Jobs & Skills Council, our role is to disrupt the skilling and training system for the finance, technology and business (FTB) sectors by finding innovative ways to address skills gaps and ensure there are enough people with the right skills for the future.

Given FSO is a not-for-profit company limited by guarantee with a Board and a small Executive team, Members are key to helping to ensure the strategy and activities of the FSO, as the FTB JSC represents the interests of key stakeholders to deliver a Vocational Education and Training (VET) system that can respond rapidly to changes in Australia's economy and build a resilient national workforce with relevant skills. Members provide strategic guidance and direction, and have an opportunity to participate in Working Groups, Forums and Sub Committees. Members reflect the government's intent for tripartite engagement between Industry, Government, and the Unions, recognising that reform requires design from across the sectors. There are four Membership Classes (with further detail of the requirements and obligations of those classes provided below):

1. Employer Representative Members.
2. Employee Representative Members.
3. Sector Representative Members; and
4. Associate Members.

All new FSO Members are appointed as Associate Members.

Membership Application Process

You have been invited to apply for membership, which involves completing the membership application form. Your submission will be reviewed against the FSO's membership eligibility criteria as outlined in Clause 3.7 of the FSO By-laws (see further detail below) and must be supported by your organisation. Once your application is submitted, your application will be reviewed by the FSO's Membership Selection Panel and if endorsed, progress to review and formal approval by the FSO's Board. The Membership Selection Panel meets quarterly, providing four opportunities per year for Member applicants to apply.

Upon approval of your application by the Board, you will receive an email confirmation of your appointment from the FSO team and your details will be recorded in the FSO Member Register.

Eligibility for Membership

Section 3.7 of the FSO By-laws outlines that applicants must meet the following criteria:

- a) Be an individual.
- b) Be of good character;
- c) Provide evidence acceptable to the Board of their connection to a Finance, Technology and/or Business Industry Sector and eligibility for Membership of a particular Membership Class; and
- d) To satisfy the requirement of rules 3.7 and 3.8 of the FSO By-Laws and rule 3.5(a)(iii) of the FSO Constitution, provide, with their Application Form:

- a. A summary of the person's skills, qualifications and/or experience in a relevant industry sector; and
- b. Where the person is applying to be an Employer Representative Member: confirmation of their position within an employer organisation; and a letter of support for their application from their employer organisation; or
- c. Where the person is applying to be an Employee Representative Member: confirmation of their position within a trade union; and a letter of support for their application from the union.

Members will be appointed for a three-year term.

Once onboarded as a Member, you receive regular member updates to keep you informed of current work being undertaken by the FSO and ongoing opportunities for your engagement and consultation.

Membership Obligations

Members are expected to actively participate in the FSO's activities and have the opportunity to engage in providing strategic guidance and direction to the FSO through participation in Working Groups, Forums and Sub Committees. If invited by the Board, Members may also participate in the FSO's activities, through Board Advisory Committees, providing strategic advice and subject matter expertise to the Board as appropriate.

Members are expected to always comply with the FSO [Constitution](#) and the [By-laws](#), including completing and maintaining a Conflict-of-Interest declaration.

Members are expected to act in a manner that reflects positively on FSO and upholds the reputation of the FSO and aligns with the [Jobs and Skills Councils Code of Conduct](#).

Membership Classes

Members are categorised into 4 Membership Classes as follows:

Class of Member	Description	Eligibility to vote
Employer Representative Member	a person representing interests of employers	Yes
Employee Representative Member	a person representing interests of employees	Yes
Sector Representative Member	a person representing or associated with a particular Industry Sector, with particular skills, qualifications or experience relevant to the activities of the FSO	Yes
Associate Member	a person who: <ul style="list-style-type: none"> • represents a Registered Training Organisation, Group Training Organisation, External Service Provider, Australian Apprenticeship Support Network Provider or other organisation which may have a commercial relationship with the FSO and may cause the potential for a conflict of interest to arise; 	No

	<ul style="list-style-type: none"> • perceives that membership other than as an Associate Member may cause the potential for a conflict of interest to arise; • does not satisfy the requirements of the other classes of membership; or • does not wish to have the level of involvement in the FSO which is required of the other Membership Classes. 	
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Role of Members vs Role of the Board

The Members are not responsible for day-to-day decision making of the FSO – that role falls to FSO management, with strategic oversight from the Board.

Through a Member’s involvement in Working Groups and Advisory Committees, the Members can have input into matters relevant to the FSO and relevant to the FSO’s activities. The Voting Members also have a say in the election of the Board and any variations to the FSO’s Constitution (in accordance with their rights under the Constitution).

The Board is responsible for:

- a) communicating with the Voting Members about the Company's financial performance, plans, and any other important information; and
- b) implementing the policies and procedures outlined in the FSO By-Laws.

Member Meetings

FSO will hold an Annual General Meeting (AGM) each year, which Voting Members will be eligible to attend. Matters requiring the vote of the Members will be put to Members at the AGM, or if required, at any other times, at an extraordinary general meeting called for a specific purpose

The AGM or any extraordinary general meetings may be held in person, virtually via technology that allows Voting Members to participate, or both in person and virtually.

The Board or an individual Director may also convene a meeting of Members at any time or when required under the Corporations Act 2001 (Cth) by providing 21 days’ written notice (*unless 90% of Members who are entitled to attend agree to shorter notice*).

Voting Members may appoint a proxy to attend and participate in both the AGM and any extraordinary general meetings on the Member’s behalf. Meetings of Members are to be held in accordance with the Constitution.

Communication with FSO

Should you need to contact the FSO regarding your appointment or obligations as a Member or if you have any queries in respect to the Member Application process, please direct all queries to the FSO Governance Team at members@futureskillsorganisation.com.au