

8 August 2016

**Re: Arboriculture Australia Director and Committee Vacancies**

***YOUR ORGANISATION NEEDS YOUR HELP!***

Since our Annual General Meeting held in February 2016, the Directors and staff have been diligently working to prepare the required documentation and supporting procedures and policies to implement the new organisational structure. Although we are about a month behind schedule in sending this letter of request to our valued members, it has been imperative that we ensured the new and revised documents were correct for a smooth implementation of the new structure.

In the last two editions of *The Bark*, we have provided you with some insight into the vision of the association, to focus and build a structure that will allow the opportunity of engagement to all our members in the future.

Becoming a volunteer is extremely rewarding but giving too much of your time can often be overwhelming and off-putting. The main objective to this new structure is to spread the workload of the association around and to gain the benefit from our member's knowledge and passion for our industry.

With this new structure, you as a member, will be able to volunteer in an area of the association you are passionate about. This will enable you to provide a positive influence toward the direction of the industry we all work in every day. The industry that provides us job security and allows us to enjoy the life we want, but more importantly doing the right thing by the environment.

We are inviting you to engage with our arboriculture community and nominate yourself to become an active member of the association in one of the following roles:

- Board of Director
- Committee Chair
- Committee Member

On the following pages we have provided some more detailed information on the positions vacant and further information regarding each committee; and their structure and policy documents are available on our website. Please visit <http://www.arboriculture.org.au/Committees> to see how the new organisational structure works.

Please take a look and see what interests you. If you can spare a couple of hours a week you will make a huge difference. Send your application in today and start building a stronger future for the industry you belong to!

We are planning on having our first executive meeting in September 2016. We need to have the Committee Chair vacant positions filled as a matter of priority.

**POSITIONS VACANT**

**Director:** One (1) vacancy

Three of our elected Directors have opted to serve on a committee where they believe they have a specific skill set and passion. The elected Board have also seconded another two Directors leaving one (1) final Director position vacant. This position is open to one of our members to nominate for.

The current Directors would like to see nominations come from the Urban Forestry sector of the membership, preferably from a consultant who has many years of experience working with municipalities.

You can find further information on what it means to be a Director in the Board of Director's, Member Advisory and Committee's Handbook on the committee tab on our website: [www.arboriculture.org.au/Committees](http://www.arboriculture.org.au/Committees)

**Committee Chairperson:** Nine (9) vacancies

We currently have two Committee Chairs who have already been appointed by the Board of Directors in the restructure process. Chairs of the Standing Committees hold a voting right on the Executive Committee. These chairs are expected to attend the two (2) annual face to face executive meetings which will be run over one day. It is our intent that these meetings will be held in Adelaide, at the administration office, although depending on the demographics of the Executive Committee, the meetings may need be held in Melbourne or Sydney.

It should be noted our **first Executive Meeting is planned for September 2016**, so you will need to be prepared to attend this inaugural meeting.

**Standing Committees:**

- Finance (Chaired by the Treasurer)
- Education
- Work Health and Safety
- Contributing State Associations (VTIO, WATG, SASA & QAA)
- State Based Committees who operate with Arboriculture Australia (ACTC, NSW, NTAA, TAA)
- Membership, Communications and Marketing
- Practicing Arborist
- Utility Arborist Association of Australia

**Industry Committees:**

- Speakers and Presenters (Conference, Workshops, Seminars)
- Special Technical Reference Groups
- Council of Tree & Landscape Appraisers (CTLA) (Special purpose)
- Women in Arboriculture

**Chairperson Positions already filled:**

*Finance Committee:* The Finance Committee is Chaired by the Arboriculture Australia Treasurer.

*Education Committee:* Mark Hartley has resigned as a Director and will take the position as Chair of the Education Committee to devote his time and energy to his passion in education.

*Utility Arborist of Australia Committee:* The position of Chair for the UAAA Committee has been filled.

**Positions vacant Chairperson and committee members:**

1. *Work Health and Safety Committee:* We require a Committee Chair who holds a sound knowledge of both Federal and State legislations. One of the key responsibilities for this Chair is to further develop the close relationship Arboriculture Australia has established with Safe Work Australia.
2. *Contributing State Associations:* Chairs will be filled by the current State/Territory group President.
3. *State Based Committees:* Chairs will be filled by the current State/Territory group President.
4. *Practicing Arborist Committee:* We require a Committee Chair who is very closely connected with the practicing arborist community across Australia to ensure the further development of all areas in arboriculture.
5. *Membership, Communications and Marketing Committee:* We require a Committee Chair who is well-versed with the needs of membership based organisations. This person does not need to be a qualified arborist but must have sound industry knowledge. The applicant may work within an industry-related company or government agency, and has acquired the desired skill set for this position over many years.
6. *Speakers and Presenters Committee:* We require a Committee Chair who has sound communication skills, has been involved in the industry for a long period of time and has a broad range of knowledge in all areas of the industry.
7. *Special Technical Reference Groups:* Committees will be created for special interest projects only.
8. *Council of Tree & Landscape Appraisers (CTLA):* We require a Committee Chair with known expertise within this field.
9. *Women in Arboriculture:* We require a Committee Chair who is passionate about assisting and developing Women in Arboriculture, has sound communications skills and is a strong leader.

Key documents you need to look at on the website are:

- Director's, Advisory Member and Committee's Hand Book
- Committee structure and Policy
- Confidentiality agreement
- Conflict of Interest Statement

### **How do I nominate?**

This is a simple process, if you would like to nominate to be a **Director | Committee Chair | Committee Member**, please complete the nomination form on the following page, scan and send to [enquires@arboriculture.org.au](mailto:enquires@arboriculture.org.au). Please include a short 100-word biography that demonstrates your capabilities/expertise to fill this position. You may choose to include any documentation you believe is relevant to support your nomination so once the Directors and Advisory members review candidates they have all pertinent information to choose the most appropriate candidate for the role.

Once the Chairperson roles for each committee have been filled, the Chair will then choose their committee members from the nominations received for Committee Member roles from our membership.

The Committee structures and policies can be found at <http://www.arboriculture.org.au/Committees> and will explain the required demographics for each committee. As we are the National organisation representing Arboriculture at this level it is imperative all committees have representation from across Australia. This will ensure the decisions made are not biased to one area of Australia.

### **Committee Member positions:**

For members who would like to actively participate on a committee, please use the same nomination form and check the *Committee Member* box, you are also welcome to submit a 100-word biography. By submitting a biography, it will also demonstrate a skill that is required to support your role as a Committee Member.

### **When do nominations close?**

The nominations for the Director and Chair positions close 26 August 2016.

The nomination for Committee Members close 9 September 2016.

### **Who do I speak to if I have questions?**

It is preferable that you speak to the administration office regarding any queries you may have, this way we can keep track of questions raised by members and answers provided. There may be times when the staff will need to consult a Director to gain a specific answer. Staff will endeavour to provide a response to your question as soon as possible.

Over this process we will run a question and answer section on the website so you can check if a question has been raised previously. This does two things; it will minimise the number of calls or written correspondence directed to the office and will also ensure everyone is getting the same answer.



**NOMINATION FORM:**

**Director | Committee Chair | Committee Member**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_ being a current financial member of Arboriculture Australia Ltd, member number \_\_\_\_\_ wish to nominate for the position of: (please tick the desired position)

- Director
- Committee Chair
- Committee Member

Name of committee nominating for:

\_\_\_\_\_

**Credentials/Biography: Please attach.**

I declare if elected that I will adhere to all policies outlined in the committee structure and policy document.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_