



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: NEW SOUTH WALES COMMITTEE (NSW)

Program Area: Industry Committees

Staff Liaison: Operations Manager

Purpose of the NSW Committee

The purpose of the NSW Committee is to:

- Promote the industry and related issues within their geographical area.

Committee Structure

The NSW Committee structure is defined.

1. The NSW Committee Chair is appointed by the Arboriculture Australia Board. The Chair can serve for a period of two (2) years. The Chair may be re-appointed consecutively, up to three times only.
2. Committee member's terms are for two (2) years; a Committee member, other than the Committee Chair, may serve for up to three (3) consecutive terms.
3. The NSW Committee consists of:
 - a. A Chairperson (appointed by the Directors);
 - b. Four representatives from the membership base
 - c. One Director (non-voting)
 - d. Staff Liaison (non-voting).
4. The process to appoint a Committee member is:
 - a. A committee invitation form will be sent out from the Arboriculture Australia administration office to the members to seek nominations for positions vacant.

- b. The NSW Committee Chair will review and select committee members from the nominations received.
- c. The NSW Committee Chair will put forward the committee list to the Board for final approval.

Work Plan

The NSW Committee will develop an annual work plan at the last meeting of the year for the next year based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements.

1. To set a meeting schedule and strategic plan annually to outline the committee's goals and objectives.
2. To organise and facilitate a Tree Climbing Championship annually to determine the entry for five males and three female competitors into the Australian Tree Climbing Championship™.
3. To present a detailed budget for the annual NSW Climbing Championship.
4. To record all meeting agendas and minutes and send to the Arboriculture Australia administration office for filing.

Affiliated Committees

At times, the NSW Committee will need to work closely with other Arboriculture Australia Committees, as well as serve as an arbiter if differences of opinion arise between committees, committee members and staff. If an arbitrator is required, then the Committee Chairperson will liaise the Association Chair to make arrangement for one Advisory Members to adjudicate.

This NSW Committee will need to ensure that there are open communication channels to liaise with, and work in close collaboration with:

- Tree Climbing Committee.
- Finance Committee.
- Membership, Communications and Marketing Committee.
- WH&S Committee.
- Education Committee.

Meetings

The NSW Committee will have at least three (3) committee meetings via conference calls per year. Conference calls are to be scheduled; as appropriate, to meet the objectives of this committee. Other business will be conducted via email.

Budget

The NSW Committee Chair will provide a comprehensive budget to the Finance Committee Chair by June 1 each year. The Finance Committee Chair will present the budget to the Board for approval.

The budget should include all costs such as:

- Three (3) teleconferences per annum
- Additional teleconference calls

Policies

1. All committee members must be a current financial member of Arboriculture Australia while serving on the committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letter head and approved by the Operations Manager before being distributed.
3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term
7. A committee member who misses two consecutive meetings will be required to explain in writing; within five (5) working days of the second breach; to the NSW Committee V1

- Chairperson, to the other Committee members and the Board, detailing the reasons for not honouring their commitment and detailing their future intentions.
8. All committee members must have an intermediate level of computer skills for Excel and Word as a minimum.
 9. All communications will be in Microsoft Office format.
 10. The committee members email address must not be able to be viewed by any other person within an organisation or privately.
 11. At no time is a committee member to purchase or consume alcohol at the association's expense.
 12. At no time shall the committee spend money without approval from the Directors or Operations Manager.
 13. A reimbursement for any financial expenditure made by a commitment member must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00 in budgeted for. For claims above \$500.00 to \$1000.00 the Operations manager must seek approval from at least one Director or the Finance Committee Chair if budgeted for. Claims above \$1000.00 to \$2000.00 must be approved by a Director and the Finance Committee chair if budgeted for. Any claim above \$2000.00 must be approved by 2 Directors and the Finance Committee chair if budgeted for.
 14. Any expenditure for the committee or reimbursement that has not been budgeted for must be submitted to the Operations Manager and then must be approved by the Directors.

Consensus decision making

The NSW Committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree
2. Agree
3. Agreement with some concerns as expressed to the committee
4. Not in agreement, but willing to accept the consensus of the committee
5. Not in agreement, and unwilling to accept the committee consensus



Where decision by consensus is not possible, a vote will be taken and majority rules in the presence of a quorum. Quorum shall consist of greater than 50 percent of the committee members. The chair shall cast the deciding vote in case of a tie.

The NSW Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia Ltd Administration Office.

Reference Documents – Internal and External

- Arboriculture Australia Strategic Plan.
- Conflict of Interest Declaration.
- Confidentiality Agreement.