

## By-law 4

### 4. STANDING COMMITTEES

- (1) The Standing Committees of the Institute shall be:
  - The Policy and Practice Committee;
  - The External Relations Committee;
  - The Membership Promotions Committee
  - The Student and Early Career Committee; and
  - The Journal Editorial Committee
  
- (2) The **Policy and Practice Committee** shall be responsible for:
  - (a) The identification and collection of environmental policies of national government and non-government organisations for reference by Institute members;
  - (b) The development and documentation of Institute policies on environmental issues as determined by Council;
  - (c) The identification and collection of information on environmental practices;
  - (d) the preparation of Institute environmental best practice notes and publications; and
  - (e) Advice on professional ethical issues which may arise within the membership.
  
- (3) The **External Relations Committee** shall be responsible for:
  - (a) Support to the President on his or her role as principal spokesperson for the Institute;
  - (b) Preparation of submissions to public inquiries and responses to public reports relevant to the aims of the Institute; and
  - (c) Development of networks within government, industry, the media and related professions to facilitate external communications.
  
- (4) The **Membership Promotions Committee** shall be responsible for the promotions of the Institute within the environment profession with a view to increasing the membership of the Institute.

- (5) The **Student and Early Careers Committee** shall be responsible for:
  - (a) The development of services to existing and potential Student and Early Career members of the Institute;
  - (b) The facilitation of advice and assistance to Students and Early Career members seeking or progressing a career within the environmental profession;
  - (c) The encouragement to Students and Early Career members to participate in Institute activities; and
  - (d) The promotion of Student and Early Career Membership
- (6) The **Journal Editorial Committee** shall be responsible for
  - (a) Determining the editorial policy of the *Australasian Journal of Environmental Management*; and
  - (b) Assisting the Journal Editor as required in the production of the Journal.
- (7) The Membership Promotion Committee and Student Initiative Committee should each consist of a chairperson and one representative of each Division. These Committees may co-opt other persons with relevant expertise of interest as they see fit.
- (8) The Policy and Practice Committee, the External Relations Committee and the Journal Editorial Committee should each consist of a chairperson appointed by the Council plus other Institute members who have expressed an interest on serving on those Committees, subject to their endorsement by the Executive. The Policy and Practice Committee should include representatives from both the Australian and New Zealand Chapters.
- (9) The President shall be an *ex officio* member of the External Relations Committee.
- (10) The Secretary shall be an *ex officio* member of the Membership Promotions Committee
- (11) Each Standing Committee shall contain at least one active member who is also a member of the Council. In the event of this not otherwise being the case, the Council shall appoint one of its members to that Standing Committee.

- (12) Each Standing Committee shall communicate in person, by teleconference, by mail or electronic mail as it sees fit, subject to the costs of such communication having the prior approval of the Executive.
- (13) The chairperson of each Standing Committee or a person nominated by the chairperson shall present regular reports to the Council on behalf of the Standing Committee.
- (14) Each Standing Committee may appoint working groups from within the Committee or involving other members to assist it in its operation.
- (15) The New Zealand Chapter and the Divisions may establish committees as they see fit to deal with local matters relevant to that Chapter or Division. If the function of a local committee corresponds with that of one of the Standing Committees identified in by-law 4(1), at least one member of the local committee should be a member of the Standing Committee.