



NZ Chapter Executive Committee Role Descriptions - summary

President (NZ Chapter):

- Oversees the NZ Chapter's progress towards the achievement of the goals and outcomes set out in the Business Plan
- Promotes and undertakes governance decisions that ensures effective management of the business and affairs of EIANZ
- Leads the operational activities of the New Zealand Executive in consistency with EIANZ Corporate directions
- Acts as key spokesperson for the NZ Chapter (and EIANZ, within boundaries set by EIANZ)
- Maintains and builds credibility and influence of the NZ Chapter
- Coordinates succession planning on an annual/as needs basis
- Mentors and monitor performance of the Vice President.

Vice President (NZ Chapter):

- Works closely with the President (NZ Chapter) and the Executive of New Zealand
- Promotes 'Excellence in Environmental Practice'
- Promotes and undertake governance decisions that ensure effective management of the business and affairs of the Institute
- Supports the President (NZ Chapter) to lead the operational activities of the New Zealand Executive

Treasurer:

- Sits on the EIANZ Board financial committee and represents the interests of the NZ Chapter
- Works with the Executive Committee to develop and review the annual budget, and to set the financial strategic direction of the NZ Chapter
- Maintains and monitors the NZ Chapter bank accounts
- Works with Central Office's financial officer who is responsible for the day-to-day financial administration of the NZ Chapter (including payments)
- Prepares financial reports for Executive Committee meeting (or arranges with Central Office's financial officer to prepare these)
- Organises auditing of the annual accounts and presents audited financial accounts at the AGM

Secretary

- The administration of monthly Executive meetings, annual Executive face-to-face meeting, AGM, and any special Executive or General meetings of the NZ Chapter.
- Keeps files and records in the NZ Chapter's chosen filing medium (currently Dropbox)
- Assists the President NZ with special projects as agreed from time-to-time
- Liaises with EIANZ's Central Office
- Oversees the tasks of the NZ Chapter Administration support person.



Ex Officio: Students and Early Career (SEC) Professional Practitioners Representative

- Represents New Zealand on the EIANZ Student and Early Career (SEC) Practitioner Committee
- Represents the interests of SEC practitioners on the NZ Chapter Executive Committee
- Identifies, develops and promotes opportunities for students and young professionals to develop quality professional skills and experience
- Liaises with the student representatives of the New Zealand branches.

General Committee members

The successful administration of the NZ Chapter relies on the capacity of members who volunteer their time. In addition to the above specific roles, there are other roles and tasks for which Committee members will be able to assist. Normal practice is for these to be established at the first Executive Committee meeting following the NZ Chapter AGM. They may include roles or tasks related to the following:

- national branch coordinator
- investigating opportunities for continuing professional development events (webinars, branch events)
- communications (e.g. Stepping Up newsletter, social media etc.)
- co-ordinating submissions on nationwide legislation and policy development.