

## **Association of Professional Landscapers**

### **Committee Officers Terms of Reference**

**Committee mission statement:** The successful operation and development of the APL.

#### **Chairperson and Vice Chairperson**

**Responsibilities of Chairperson and Vice Chairperson when the Chairperson is unavailable:**

1. Chair committee meetings and an Annual Review Meeting.
2. Agree agenda for committee meetings drafted by APL General Manager.
3. Attend all committee meetings (where possible).
4. Act as the primary contact for APL General Manager to refer to regarding committee matters between meetings.
5. Liaise where necessary with HTA SLT Director responsible for APL
6. Agree agenda for ARM and approve ARM minutes.
7. Have the deciding vote on committee for proposed changes.
8. Spokesperson for APL press releases and news articles, which will be prepared by HTA Media Relations Manager, HTA Marketing Executives or SLT Director.
9. Attend other meetings regarding APL matters by agreement only from APL General Manager.

#### **Appointment of the Chairperson and Vice Chairperson**

1. The Chairperson will usually be appointed having fulfilled the role of Vice Chairperson for at least one year.
2. The new Chairperson will be elected by at least three votes from current members of the committee at the Annual Review Meeting (ARM) on the year preceding their start date and will serve for a maximum of three years.
3. A change in Chairperson or Vice Chairperson that occurs during the year preceding the AGM will be appointed on a 'Designate' basis until formally elected at the ARM.
4. A new Vice Chairperson will be requested from the current committee and if necessary, a vote will take place if more than one applicant. The current Chair would have the deciding vote if necessary. The new Vice Chairperson, will be invited to the position before the ARM and will be ratified at the ARM via proposer and seconder.

#### **Committee Members (which includes the Chairperson and Vice Chairperson)**

**Responsibilities of Committee Members:**

1. APL Committee meet 5 times / year usually at Hort House and the Annual Review Meeting at Futurescapes. Attend all committee meetings (a minimum of 3 out of 4 Hort House meetings)
2. Represent membership at committee meetings contributing to the operation and development of the association.
3. Support the Chairperson and Vice Chairperson in the execution of their responsibilities.
4. Maintain professionalism within the meetings and act with discretion outside of meetings with any sensitive information that may be divulged within committee meetings, such as associations financial status.



5. Champion the association within the membership community, with the public and wider landscaping industry
6. Welcome and support new members to the association and encourage participation in association activities.
7. New Committee Members will formally apply, be seconded prior to the ARM and be voted on by the Committee at the ARM.
5. Committee members are invited to be in position for a maximum of three years, when thereafter after they can be nominated and seconded to proceed with another term. The member will be elected by at least three votes from current members of the association at the Annual Review Meeting (ARM).

### **Non Exec Committee Members**

#### **Responsibilities of Non Exec Committee Members:**

1. Attend committee meetings where possible or at the request of the committee.
2. Have roles in APL Sub group activity, developing specific initiatives and activities on behalf of the APL.
3. Represent membership as requested at committee meetings contributing to the operation and development of the association.
4. Maintain professionalism within the meetings and act with discretion outside of meetings with any sensitive information that may be divulged within committee meetings, such as associations financial status.
5. Support the Chairperson and Vice Chairperson in the execution of their responsibilities.
6. Champion the association within the membership community, with the public and wider landscaping industry
7. Welcome and support new members to the association and encourage participation in association activities.
8. New non exec committee members will formally apply, be seconded prior to the ARM and be voted on by the Committee at the ARM.
9. Non Exec members will receive minutes from all committee meetings and copies of financial overviews. They will play a key part in the overall strategy of the association and will be able to nominate themselves for full committee when the space becomes available.
10. Non Exec members do not have a vote.