

Association of Professional Landscapers

Committee Officers Terms of Reference

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

The committee is bound by the HTA's code of conduct, which means we're all responsible for creating an inclusive atmosphere, respecting differences such as age, gender, ethnicity, religion, or disability; we ask individuals to act to ensure this.

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 ARM 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)

New Committee Members will formally apply, be proposed prior to the ARM. They will be seconded and voted on by the Committee at the ARM.

Committee members are invited to be in position for a maximum of two years, (Chair and VC 3 years) when thereafter after they can be nominate themselves and seconded to proceed with another term. (Chair can rejoin committee as officer and VC adopts the role of chair) The member will be elected by at least three votes from current members of the association at the Annual Review Meeting (ARM).

Responsibilities of Committee Members:

1. APL Committee meet 6 times / year usually at Hort House and the Annual Review Meeting at Futurescapes. It is requested that committee members attend a minimum of 5 meetings for the year.

Further information can be found within the attached committee volunteer's document.

Affiliate Committee Members

Affiliate roles within the APL committee were formed for individuals that would like to support The APL in an official capacity with certain strategic aims, without the full commitment of meeting attendance.

Affiliate Committee members are invited to be in position for a maximum of two years, when thereafter after they can be nominate themselves and seconded to proceed with another term. The Affiliates will be elected on mass by being proposed and seconded by current members of the association at the Annual Review Meeting (ARM).

Affiliate members will receive minutes from all committee meetings. 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.

Affiliate members do not have a vote.

Responsibilities of Affiliate Committee Members:

1. Have roles as directed by the APL General Manager and committee in APL Sub group activity, developing specific initiatives and activities on behalf of the APL.

Further information can be found within the attached committee volunteers document.