



## New Zealand Association for Environmental Education National Executive

### **Welcome**

The National Executive of NZAEE is a group of passionate volunteers with the shared kaupapa “that people of Aotearoa are empowered to be in sustainable relationships with the natural environment and each other, to regenerate our world.”

The Executive is made up of volunteers from our sector with a wide range of skills and experiences. This brings great value to our role of steering our organisation.

The work of the Executive is shaped by the NZAEE Constitution, which outlines how the organisation is structured, our annual meeting process where members approve the work of the Association and elect the National executive, which is then tasked with ensuring that the work continues during the following year.

Governance centres around making sure that the organisation is structured and resourced in the best way possible to support members and achieve our kaupapa.

As well as participating in meetings and working groups, members of the National Executive:

- Support the NZAEE work programmes by sharing ideas, knowledge and connections
- Represent NZAEE in wider industry fora, through advocacy, and reporting back as required
- Provide a link between the Executive and members
- Regularly review policies and procedures to ensure a consistently high standard.

### **Roles of the National Executive**

The National Executive meets for 1.5 hours monthly via Zoom, and at the first meeting following the AGM, the Executive Committee will decide who will take on the position of Chair, Secretary and

Treasurer. All members of the National Executive will each serve on one sub-committee that is focussed on one of the Association's strategic priorities.

Sub committees usually also include NZAEE members who are not elected onto the Executive to bring new perspectives and spread the workload, which requires meeting as needed or reviewing documents and providing feedback on particular issues in addition to the scheduled Executive meetings.

### **Role of the Chair**

The Chair runs the monthly meetings, and meets with the National Manager prior to these meetings to plan the agenda. The Chair represents the organisation and has the delegation to enter into contracts on behalf of the National Executive, which may come with a requirement to attend additional meetings with funders and stakeholders.

### **Role of the Treasurer**

The Treasurer will keep an oversight of the Association's financials, both in terms of membership income and for any separately funded projects, ie NEX. They present the financial reports at each Executive meeting and work directly with the Executive Officer and Administrator when any reporting is required.

### **Role of the Secretary**

The Secretary is the Executive Member who works alongside the paid administrator to ensure that all meeting papers and minutes are in order and the membership database is maintained.

## **Paid support**

Income from paid memberships and additional contracts and grants enables NZAEE to contract people to undertake tasks on its behalf. There are currently three roles contracted.

### **National Manager**

Provides support for the National Executive including: reporting, policy review, coordination of working groups, relationship management, strategic planning, budgeting, project overview and fundraising.

### **Administrator**

Provides day-to-day financial administration, maintenance of the member database, takes minutes of Executive meetings, and maintains the Association's files, contact mailbox and incoming correspondence.

### **Learning and Content Curator**

Collects and curates material for the website and social media, provides specialist input to webinar and conference planning and makes sector connections and seeks stories for website content and other uses.