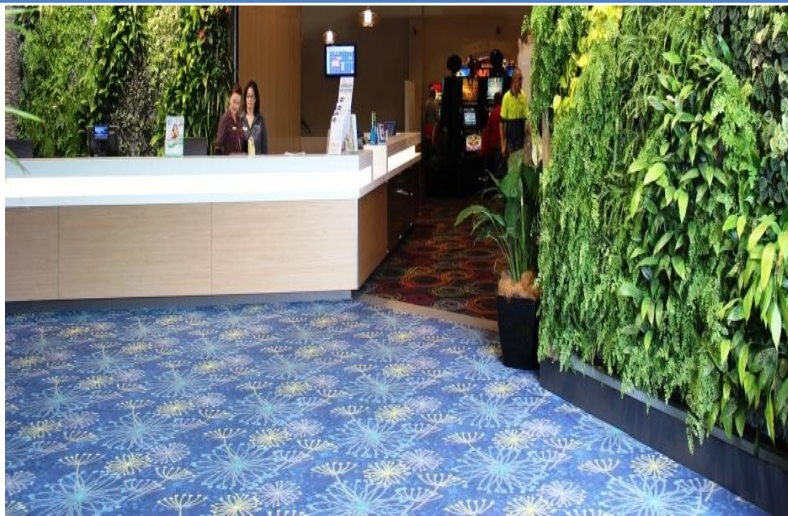


IPA Management Structure





Interior Plantscape Association Management structure

Office Bearers Roles & Responsibilities:

President:

- Lead and be involved in every part of the Association to ensure that the direction of the association is in line with the mission statement.
- Chair Executive Board meetings
- Prepare Agenda Items
- Liaise with Executive Officer
- Support Sub-Committees
- Conduct meetings in a proper, orderly & timely manner
- Attend networking/trade show events when necessary

Vice President:

- Support President and chair meetings that the President is unable to attend
- Support and or chair Sub-Committees
- Attend Executive Board meetings
- Perform other responsibilities as assigned by the President

Treasurer:

- Handle all of the financial matters of the association
- Provide Executive Board meetings with monthly Treasurers Report
- Return signed cover note for Treasurer's report to Executive Officer after monthly meeting & within 7 days
- Liaise with Executive Officer
- Attend via Skype Executive Board meetings
- Support or chair Sub-Committee meeting

Secretary:

- Support President, Vice President & Treasurer when required
- Take monthly minutes & return to Executive officer within 7 days of monthly meeting
- Attend Executive Board meetings
- Support or Chair Sub -Committee meetings
- Support Executive Officer when required



All board members:

- Commit 4hrs per month to IPA. (this includes time for the executive meeting)
- Minimum 80% attendance to Executive Board meetings.
- Respond to in-house emails or phone calls within 24hrs.
- Actively participate in at least one Sub-Committee and abide by the Sub-Committees roles and responsibilities
- Respect any direction from the chairperson of any Executive or Sub-Committee meeting.
- Be willing to help and support a fellow board member.
- Work cohesively as a team member
- Actively go through the Item Action Sheets of Executive & Sub-Committee meetings and ensure that any items allocated to them are completed.
- Be proactive and submit any reports to the Executive officer in a minimum of 4 days before the next Executive Board meeting

Sub-Committee

Chairperson:

- Chair every Sub-Committee meeting or arrange for another Executive Board member to officiate.
- Commit up to 4 hrs per month if & when necessary
- Submit any reports to the board in a minimum of 4 days before the next Executive Board meeting.
- Draft a set of goals and plans for the Sub-Committee & submit to Executive board for approval
- Prepare Agenda for monthly meetings
- Delegate minute taking and ensure minutes are prepared and submitted to Executive board monthly meeting
- Prepare action/item sheet from minutes and forward to fellow Sub-Committee members within 7 days of the meeting
- Follow up all tasks from action/item sheet ensuring all tasks are completed

Sub-Committee Member:

Your role is to assist Chairperson when necessary and be responsible and committed to your assigned sub-Committee.

Attend meetings as per Chair person's direction



Employees and Contractors

Job descriptions must be individually negotiated and approved by the board

Executive Officer :

Job description and responsibilities as per current package

Financial members

Abide by the Interior Plantscape Association “code of ethics “

1. To uphold the objectives of the Association, encouraging a spirit of harmony and co-operation with fellow members and to promote and support the policies and principles of our Association
2. To enhance and foster the professional and ethical practices of our Association and to bring honour and dignity to the Interior Plantscape Industry
3. To maintain the highest standard of honesty and integrity to clients and fellow members
4. To encourage educational development and training and the research into new methods and techniques and improve the quality of workmanship
5. To strenuously work for preservation of the industry and stimulate the free enterprise system and assist in the framing of legislative proposals for the benefit of the industry
6. To assume these responsibilities freely and mindful of obligations to serve the Association and enrich the overall industry through dedication and service