

2023

IPA Executive Management Committee - Roles and Responsibilities



18/01/2023



Welcome on board!

Interior Plantscape Association was founded in 1982 by a small group of dedicated interior plantscapers who recognised that the indoor green life industry needed a voice, so they volunteered their time and energy to develop a not for profit industry association. Without the commitment and determination of volunteers and financial support from members over many years, Interior Plantscape Association would not have survived.

With the assistance of one paid casual employee volunteers are the drivers who keep this association growing. We are proud to be able to continue to support the interior plantscape industry and highly value the time, passion and energy that volunteers willingly and freely give.

You have the skills, talent and expertise to work in a team environment towards common goals that will ensure the associations continued success, so there are lots of opportunities when you are involved with the IPA executive management committee.

The question we are frequently asked is 'what's in it for me if I nominate to be part of the IPA Executive Management Committee'? Plenty!!

Your passion led you here!! So let's explore the benefits. You will:

- ✓ make new contacts and build strong relationships;
- ✓ increase your network and get to know likeminded professionals who have similar passion and vision;
- ✓ have opportunity for professional and personal development;
- ✓ boost your CV - being involved with an industry association looks great on a CV;
- ✓ have opportunity to represent IPA at events and conferences;
- ✓ share opinions and have a voice that will make a difference in our industry;
- ✓ build or improve your problem solving skills;
- ✓ be supported to write or contribute articles or blogs for the IPA monthly E-newsletters;
- ✓ be part of a management committee that provides a training ground for improving your leadership skills which could lead to future leadership opportunities; and
- ✓ take insider sneak peeks - you will always know what is happening in our industry before anyone else.

Most importantly, you will contribute to the growth and future success of IPA for the next generation.

Executive Management Committee Roles and Responsibilities

Meetings are held via zoom

Please note:

IPA Executive Committee meetings are held remotely due to committee members being scattered all over Australia. Consequently, it is important that you identify who is speaking so the minute taker is accurate with recording information given.

President – (In addition to All Board Members Responsibilities)

- Lead and be involved in every part of the association to ensure that the direction of the association is in line with IPA's mission and vision statements and key objectives.
- Chair the executive management committee at monthly meetings via zoom and if unavailable ensure the Vice President can chair the monthly meeting.
- Prepare agenda items and forward to the CEO for distribution.
- Regularly liaise with the CEO; dates to be confirmed.
- Submit President's message for the IPA e-newsletter by the 19th of every month and if unable to submit contact Vice President to contribute.
- Proactively support all committee members.
- Conduct meetings in a proper, orderly and timely manner.
- Attend networking/trade show events on behalf of IPA when necessary.

Vice President - (In addition to All Board Members Responsibilities)

- Support the President and chair meetings when the President is unable to attend.
- Proactively support all committee members.
- Attend via zoom executive management committee monthly meetings.
- Perform other responsibilities as assigned by the President.

Treasurer - (In addition to All Board Members Responsibilities)

- Manage all of the financial matters of the Association with the support of the CEO.
- Provide executive management committee meetings with monthly Treasurers Report (prepared in advance by CEO).
- Liaise with the CEO.
- Attend via zoom executive board monthly meetings.
- Proactively support all board members.



Secretary – must live in Qld in accordance with ASIC

(In addition to All Board Members Responsibilities)

- Support President, Vice President and Treasurer when required.
- Attend via zoom executive management committee monthly meetings.
- Proactively support all board members.
- Support CEO when required.

All Board members

- Commit 4 hrs per month to IPA (this includes time for the Executive Management Committee meeting).
- Minimum 80% attendance to Executive Management Committee meetings.
- Respond to in-house emails or phone calls within 24 hrs.
- Actively participate in the growth of IPA by bringing opportunities to the Executive Committee meetings for discussion.
- Respect any direction from the Chairperson.
- Be prepared to actively listen at meetings as well as engage in discussions.
- Be willing to help and support fellow board members.
- Work cohesively as a team member.
- Actively go through the 'Item Action Sheets' from the Executive Management Committee meetings and ensure that any action items allocated are completed.
- Be proactive and submit any reports/completed actions to the CEO in a minimum of 4 days before the next Executive Management Committee meeting.
- Confidential internal matters of the association to remain at meetings.