



INTERIOR PLANTSCAPE ASSOCIATION

2024

Guidelines for the
Management Committee (MC)

Background

National Interior Plantscape Association (IPA), founded in 1982, a member based non-profit organisation, is the peak industry body that represents the professional indoor plant industry across Australia and New Zealand. Membership is for indoor and outdoor plantscapers; growers; suppliers; and goods and services to the industry.

IPA accreditation

IPA developed and delivers its own high quality accreditation program to raise the professional standards across industry and recognises the importance of continued professional development.

Association Accreditation is a transparent system for providing public confidence and accountability through a tool utilised for improvement in the “Interior Plantscape Industry” in Australia & New Zealand.

The accreditation process is managed by IPA Accreditation Officer Paul Plant.

Serving on the committee

The management committee’s roles and responsibilities are outlined so that our team understands the importance and value of their involvement and how to collaborate more effectively to achieve positive outcomes and the overall success of the association.

Through serving as a committee member, you will have the opportunity to:

- Support and offer advice on industry topics;
- Put forward ideas and contribute to future strategic directions of the association;
- Lead initiatives in areas of interest to you;
- Utilise your networks to promote current initiatives.

Mission Statement

The Interior Plantscape Association mission statement outlines the commitment and ongoing support given to the industry.

To provide education, support, mentoring and information to the interior Plantscape industry throughout Australia and New Zealand.

Network, promote and raise awareness about the health benefits of indoor plants to Government, media, business and public sectors.

Strategic Goals

- **Advocacy and Lobbying** – to raise awareness about the indoor plant industry within the Government, media and wider community.
- **Information and updates** – to consistently communicate the wellbeing benefits of nature in the built environment.
- **Provide education, training and events** – to provide collaborative strategy for continual professional develop (CPD) and training to ensure all members adhere to higher industry standards.
- **Facilitate connection and networking** – to continually network with and create networking opportunities for members, suppliers and sponsors.
- **Financial** – to reach the financial targets set by the Treasurer of the Management Committee at the AGM and ensure the association’s ongoing solvency.
- **Annual Awards** – to showcase the outstanding and exceptional installations by our members.

Code of Ethics

The code of ethics for Interior Plantscape Association:

- 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.
- To enhance and foster the professional and ethical practice in the rendering of my services to bring honour and dignity to the Interior Plantscape Industry.
- To maintain the highest standard of honesty and integrity to my clients and fellow members.
- To encourage educational development and training and the research into new methods and techniques to improve workmanship quality and ensure continued professional development (CPD).
- To strenuously work for preservation of my industry to stimulate the free enterprise system and assist in the framing of legislative proposals for the benefit of my industry and those I serve.
- To assume these responsibilities freely and mindful of my obligations to serve the Association and thus enrich the overall industry through dedication and service.

Constitution

The Constitution can be found [here](#):

<https://interiorplantscape.asn.au/wp-content/uploads/2016/03/NIPA-constitution.pdf>

Key Contacts

Please note: Updated contact list will be re-sent after the 2024 AGM to be held on Thursday 15 February.

| Contact Person | Number | Email |
|------------------------------|------------------------------|--|
| CEO | | |
| Elaine Tunn | 0452 590 255 0409 273 477 | info@interiorplantscape.asn.au |
| President | | |
| Ray Borg | 0414 809 746 | ray@greendesign.com.au |
| Vice President: | | |
| Graeme Reid | 0414 455 677 | graeme@tpr.com.au |
| Treasurer: | | |
| Rob Shand | 0458 708 107 | rob@advanceplants.com.au |
| Secretary | | |
| Stuart Swaddling | 0418 751 875 | stuart@tpr.com.au |
| General Board Members | | |
| Josh Ursem | 0425 210 538 | josh@greendesign.com.au |
| Meriel Campbell-Lloyd | 0458 496 994 | meriel@advanceplants.com.au |
| Tara Heels | 0414 402 746 | tara@plantsforhire.com |
| Virtual Assistant | | |
| Sharyn Munro | 0408 266 795 | admin@interiorplantscape.asn.au |
| Accreditation Officer | | |
| Paul Plant | 0437 184 828 | paulplanthort@gmail.com |

Chief Executive Officer

The Chief Executive Officer is responsible for the provision of strategic advice to the management committee and is accountable for the IPA's overall strategic operations, and performance in alignment with the IPA's vision and values, and uphold the Constitution and Code of ethics.

CEO is responsible for leading the association and ensuring that the association provides services and benefits to members including information and knowledge that is timely and accurate. The position involves regular engagement with members, management committee, external staff and key stakeholders.

Key responsibilities

- Leadership and daily management.
- Operations and financial management; generating revenue, managing membership renewals and new applications, oversee the yearly budget, managing daily finances, handling annual audit.
- Communications; manage website content, e-newsletter, social media and any other communication channels.
- Membership recruitment, member services and oversee management of member database.
- Marketing and services development; seek opportunities to develop new member services.
- Handling all aspects of the annual awards.

President

- Commit 4hrs per month to IPA (this includes time for the MC meeting)
- Attend minimum 80% monthly MC zoom meetings. If you cannot attend a meeting please contact Vice President to chair the meeting.
- Meetings are held from Jan to November every year on the 3rd Thursday of every month.
- Respond to in-house emails or phone calls within 48 hrs.
- Lead and be involved in the association to ensure that the direction of the association is in line with the mission statement.
- Prepare draft agenda items for monthly MC and forward to CEO week before the scheduled meeting.
- Chair management committee and conduct monthly meetings in a proper, orderly and timely manner.
- Contribute to newsletter content throughout the year.
- Liaise regularly with CEO.
- Support all Sub-Committees.

Vice President

- Commit 4hrs per month to IPA (this includes time for the MC meeting).
- Attend minimum 80% monthly MC zoom meetings.
- Meetings are held from Jan to November every year on the 3rd Thursday of every month.
- Respond to in-house emails or phone calls within 48 hrs.
- Support President and chair meetings if the President is unable to attend.
- Perform other responsibilities as assigned by the CEO.
- Liaise regularly with CEO.
- Contribute to newsletter content throughout the year

Treasurer

- Commit 4hrs per month to IPA (this includes time for the MC meeting)
- Attend minimum 80% monthly MC zoom meetings.
- Meetings are held from Jan to November every year on the 3rd Thursday of every month.
- Respond to in-house emails or phone calls within 48hrs.
- Handle all financial matters of the association.
- Provide MC with monthly Treasurers report and yearly budget.
- Liaise regularly with CEO
- Contribute to newsletter content throughout the year.

Secretary

- Commit 4hrs per month to IPA (this includes time for the MC meeting)
- Attend minimum 80% monthly MC zoom meetings.
- Meetings are held from Jan to November every year on the 3rd Thursday of every month.
- Respond to in-house emails or phone calls within 48hrs.
- Support all committee members and CEO when required
- Be proactive and submit any action reports to the CEO 4 days before the monthly MC meetings.
- Contribute to newsletter content throughout the year.

Committee Members

- Commit 4hrs per month to IPA (this includes time for the MC meeting)
- Minimum 80% attendance to MC zoom meetings.
- Meetings are held from Jan to November every year on the 3rd Thursday of every month.
- Respond to in-house emails or phone calls within 48hrs.
- Actively participate in at least one Sub-Committee and at MC meetings.
- Actively go through the monthly item action sheets and ensure that any items allocated to them are completed.
- Be proactive and submit any action reports to the CEO 4 days before the monthly MC meetings.
- Contribute to newsletter content throughout the year.

Note:

Dates for the monthly MC meetings and zoom link will be sent out by our VA, Sharyn Munro, after the AGM to be held on 15 February 2024.

Please RSVP to admin@interiorplantscape.asn.au