



Guidelines: Responsibilities Executive Members of AAEE NSW

The following Guidelines outline the responsibilities of the Executive of AAEE NSW. While acknowledging that all members of the Exec are volunteers they set a baseline agreed standard for involvement in the Executive. They are to be signed off by each member of the Executive following appointment at the AGM. Also they will be used when seeking volunteers to join the Exec, prior to the AGM. It will be the Chair's role to follow-up where members of the executive are not meeting their agreed obligations under the Guidelines. The Guidelines are:

1. Executive members must attend at least 66% of Executive meetings [four per year in the 2018 calendar year] and in all cases, provide an apology to the Secretary prior to the meeting if they cannot attend a meeting.
2. Executive members must be significantly engaged in at least one Working Group of AAEE NSW. Ideally they need not convene more than one Working Group, but this is a matter for personal consideration and workload.
3. Executive members must fully prepare as fully as possible for each Executive meeting and voice their perspectives on each issue about which they have a particular interest and expertise. Accessing materials in Drop Box is an important part of this process.
4. Exec members may and should put forward items for consideration at a meeting. This involves sending an email to the Secretary at the time of preparation of the agenda and preparing any necessary paper in advance.
5. Convenors of each working Group must update the exec at each meeting. This update can be verbal, except where decisions are required from the exec. See approved policy on Responsibilities of the Working Groups [on website and in Drop Box]
6. Involvement in the lobbying processes of AAEE is important. All members of the Exec need to be involved in those issues where they have knowledge and can add value. Suggestions about where we need to make our views known are important too. In order to meet this responsibility, Exec members might:
 - Draw the Exec's attention matters of concern where lobbying is required/warranted that they are aware of.
 - Raise such matters in Exec meetings and encourage an appropriate AAEE NSW response.
 - Be prepared to join specific time-limited groups that are developing AAEE NSW responses to Environmental/sustainability/education issues, where they have a contribution they can make.
 - Become active in placing the perspective of AAEE NSW forward as much as possible.

These Guidelines were approved on April 9th 2018. They will commence operations as at the AGM 2018 and will be reviewed annually. The first review will be at the AGM 2019.