

## **Responsibilities of the AAEE NSW Executive and its Working Groups**

**Approval Date:** 28 January 2016 by the AAEE NSW Executive Committee

### **Amendment History:**

- *6 September 2018: Replaced all references to “sub committee” with “working group”*

The role and responsibilities of AAEE (the Association) are outlined in the Association's constitution. This policy is established within its constitutional obligations.

The AAEE constitution enables Chapters<sup>1</sup> to be established within each State and these Chapters can be incorporated. NSW has a biennially elected Chapter Executive (the Chapter) and is incorporated under the relevant NSW legislation.

The role of the Executive of the NSW Chapter of AAEE is to:

- Support NSW based Association members
- Develop and implement the NSW Chapter's strategic plan.
- Determine policy directions which are in accordance with its incorporation responsibilities and the AAEE Constitution.
- Control and manage the affairs of the Chapter; including its financial obligations.
- Exercise all such functions as outlined in the Constitution; these include responsibility for such things as assisting with regional meetings, conference organisation, preparation of local newsletter and publications, organising special events, marketing Association and Chapter products and products under franchise.
- Liaise appropriately with the national Council of the AAEE and with other Chapters.

In carrying out its role, the Executive is able to delegate Chapter functions to one or more Executive Working Groups, consisting of such member or members of the Association as the Executive thinks fit. The Working Group functions are to be specified in the Terms of Reference approved by the Executive for each Working Group. These Terms of Reference need to specify under what circumstances the Working Group is delegated a decision-making role and when the Working Group's role is to make recommendations to the Executive. While functions can be delegated, the responsibility for policy and operational decisions remains with the Executive.

In this regard:

- Working Groups are focused on carrying forward functions of the Executive. Special Interest Groups (SIGs) can be formed as part of the Association's national structure; these are not Working Groups.

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<sup>1</sup> In this policy:

- “Association” refers to the National organisation -The Australian Association for Environmental Education
- “Chapter” refers to a State Chapter of the Association (AAEE)

- Working Groups may be chaired by any member of AAEE based in NSW. Every Working Group must contain at least one Executive member to facilitate reporting to, and communication with, the Executive.
- The Executive is responsible for organisational policy and key working decisions within which the designated Working Group must function. Working Groups may raise policy related matters for consideration at the Executive meetings.
- Despite any delegation under this clause, the Executive may continue to exercise any function delegated to a Working Group and holds ultimate responsibility.
- A Working Group may meet as it thinks proper, however some meetings (phone, skype or/ or face-to-face) would seem to be appropriate.
- Working Groups must report regularly to the Executive. Action Minutes of Working Group meetings must be circulated to the Executive as part of this reporting and a copy maintained in a central location that is accessible by members of the Executive.