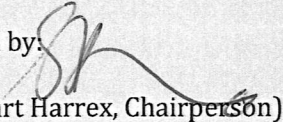


# Participating in Environment Network Manawatū's Management Committee

## Policy Status

Date Issued: 21/7/2022	Next Review Date: July 2025
Date Last Revised: 15 Sept 2016	Approved by ENM Management Committee on: 19 July 2022
Signed by:  (Stewart Harrex, Chairperson)	

## Purpose

This policy establishes the guidelines for being a member of Environment Network Manawatū's (ENM's) Management Committee (MC).

## Scope

The policy applies to appointed members of ENM's Management Committee. This committee is comprised of volunteers, who are typically elected at ENM's Annual General Meeting, or else appointed to a mid-year vacancy by the existing MC when a willing volunteer looks to be a good fit.

ENM aims to have a MC that reflects the diversity of our member groups' interests. We rely for guidance on the environmental ethics, knowledge, and connections our members bring to the MC.

The diverse environmental interests of MC members help keep ENM's vision and direction responsive to our diverse member groups.

## Our Policy

The ENM MC will have a Chairperson, Treasurer and Secretary.

In accordance with the ENM Constitution. Note that the positions of Treasurer and Secretary may be combined.



ENM's MC may also have a Youth Member.

In accordance with the ENM Constitution.

The primary role of MC will be to make good governance decisions.

The primary role of the MC is to provide oversight and governance, to ensure that a diverse collective is paying attention and steering ENM's decision-making in a way that is responsive and accountable to our member groups.

MC members will endeavour to attend meetings either 'in-person' or remotely and participate in discussions and make good decisions on ENM's:

- Overall vision and direction (strategic and long-term planning).
- Financial matters and risk (e.g., budgets, funding oversight in accordance with ENM's Financial Delegations of Authority).
- Contractual agreements (with staff and with external parties), again in accordance with ENM's Financial Delegations of Authority.
- Approving ENM's policy and procedure, and
- Operational oversight (in accordance with the annual plan).

ENM's MC will reflect a group culture that represents members' diverse interests and skills

MC members may be assigned responsibility for a MC portfolio (e.g., IT, Finance, Human Resources) and this gives MC members the opportunity to participate according to their interests, skills, and availability, recognising that their specialist skills are highly valued.

When a MC member is assigned responsibility for a particular portfolio, they will be required to provide oversight in this specific area of ENM's activities. This may involve MC members taking a role in:

- attending some meetings of member groups in their portfolio field
- representing ENM at public events or in the media
- supporting the development of policies relating to the portfolio
- providing advice and support for operational staff
- contributing to projects, or helping to develop key external relationships (e.g. with councils, funders, ENM member groups, and other organisations in the environmental or community sector).

ENM's MC will operate based on a cooperative, consensus-oriented culture

In recognition that decisions made by a diverse group are typically more robust, ENM works to maintain a flat decision-making culture, where everyone is given an opportunity to speak, and everyone's perspective is considered. ENM asks MC members to take responsibility for speaking when and how they choose—that is, it is unusual for a chairperson to go around the room and solicit views. Most decisions are made by consensus, and it's important for people to share their views even if they are different than those of the majority. Sometimes good decision-making requires delaying decisions for further consideration or to gather more information.

#### Guidelines for Specific MC Duties



Standard MC member duties involve the following:

- Attending meetings regularly, preferably having read agenda and documents in advance whenever possible. At least half of MC members (and no less than 3) are required at each meeting to maintain a quorum and ensure consistent governance and leadership. If an MC member misses three consecutive MC meetings, the constitution provides the power for the MC member to be removed.
- Actively participating in meeting discussions and decision-making.
- Reading MC and staff emails as distributed. Note that many of these emails are shared on a “right to participate” rather than a “required to participate” basis. It is typical for many MC members to skim ENM emails and to be choosy about when to read more closely and when to reply. ENM accepts that both the capacity and interests of individual MC members change from time to time.
- Volunteering for particular MC responsibilities.
- Speaking up if you have a new idea or way to contribute that no one else has mentioned.
- Delivering on what you agree to do or communicating with others in a timely manner if that is no longer possible. If you are working on something in a team, please be reasonably accessible (phone/email).
- Declaring all conflicts of interest to the full MC to ensure these are recorded in the Conflicts of Interest Register. Be familiar with ENM’s Conflict of Interest Policy.

In carrying out their roles, MC members are encouraged to make themselves familiar with relevant ENM documents and information.

- MC should be familiar with ENM’s Constitution, organisational purposes, policies and procedures, and website.

#### Chairperson’s duties

The Chairperson of MC has responsibilities as follows:

- Chairing meetings, and facilitating direction-setting by the MC.
- Overseeing staff management and working alongside the ENM Coordinator in relation to recruitment and performance reviews.
- Regularly meeting with the ENM Coordinator between MC meetings for support and for mutual updates.
- Generally overseeing the governance of ENM and the performance of the ENM Coordinator.
- Serving as organisational spokesperson (although ENM has a standing policy, supported by the ENM membership, that paid staff may also represent ENM).
- Serving as a signatory on organisational documents and payments (in accordance with ENM’s Financial Delegations of Authority).

The role of Chairperson may be shared between Co-Chairpersons.



Additionally, responsibilities of the Chairperson(s) are at times further delegated, and the Chairperson or Co-Chairperson does not always take an ex officio role on sub-committees, though they are welcome to do so. Delegation is made in accordance with ENM's policy on Delegating Powers to Subcommittees and Persons.

#### Treasurer's duties

Standard Treasurer responsibilities include:

- Overseeing annual accounts preparation for the auditor, plus meeting with the auditor, if required.
- Overseeing financial reporting (general bookkeeping, budgeting, and accounts preparation) by staff.
- Overseeing the development of budgets.
- Serving as a signatory on payments and other financial matters, providing oversight to ensure these are in keeping with decisions made by the MC.

Many of the Treasurer's operational responsibilities can be delegated to staff, but good oversight remains critical.

The Treasurer should be knowledgeable in ENM's Financial Policy and Procedures, which provides a more comprehensive list of duties and how they are being carried out.

#### Secretary's duties

ENM'S Coordinator or delegate will act as the secretary of MC. Except for the role of signatory, all secretarial tasks are delegated to staff.

The Secretary retains formal responsibility for ensuring the following are carried out:

- Record-keeping, including keeping minutes and membership records.
- Ensuring ENM meets its legal requirements for notification to external organisations (such as Incorporated Societies Office, and Charities Service).
- Ensuring appropriate notice of meetings has been made.
- Serving as a signatory on documents and payments.

It is useful for the Secretary to be familiar with ENM's Archives policy.

#### Youth committee MC member

All MC members may be of any age, provided they have the capacity to contribute and are elected or appointed to their role. The ENM constitution makes special provision, however, to reserve a space for a young person aged sixteen to twenty at the time of election or appointment. There is no expectation that youth committee members serve as youth representatives, and there is no mechanism in place for them to do so. The MC recognises, however, that youth participation valuably diversifies the MC and helps it serve youth-oriented member groups and younger members of the public. There may be times that a youth member may choose to take on a more representative function by seeking input from other young people.



The MC has a mentoring responsibility toward any youth participants under the age of eighteen, and it is hoped that ENM participation will help youth committee members develop their leadership and governance capacity for the long-term benefit of the environmental sector. To this end, the MC seeks to appoint one or two mentors for any young person serving on the MC. Mentors and youth may spend additional time together to ensure youth members are included, feel welcome, and have the work of the committee explained to them. Additional mentoring roles might include making sure youth have transport to meetings and helping youth identify ways they can be more involved, if desired.

No person under the age of eighteen assumes any legal responsibility for ENM. The participation of a youth committee member is otherwise accorded equal weight alongside that of all other MC members.

#### Observers

At their discretion, the MC may welcome observers to its meetings. In general, observers' role is to listen, not to participate more actively, although additional input may be invited at times. Those who volunteer as observers strengthen the connectivity and information-sharing that are central to ENM's role in the environmental sector.

#### General comment on delegation

ENM's constitution allows MC members and Officers to delegate duties to individuals and/or sub-committees. Ultimately, responsibility remains with the MC.

Where delegation has been made, individuals and/or subcommittees are expected to report back to MC. Reporting timeframes will be prescribed when the delegation is made.

#### Roles and Responsibilities

The Chairperson of MC has overall responsibility for managing the operation of MC and the duties of the Treasurer, Secretary and other MC members.

#### Related Environment Network Manawatū Policy Documents

All Environment Network Manawatū policies and procedures.



