



Policy title	Wellington Property Investors Association Committee Policy
Signature and date	Version 2 Approved by President – 19 November 2024
Introduction – purpose/objective of policy	<p>Regular attendance at committee meetings is essential to maintain continuity and cohesion in the management and governance of the Wellington Property Investors Association.</p> <p>This Policy is intended to provide expectations around new and existing committee members. It will also cover off committee roles and responsibilities, including any benefits.</p>
Policy statement	Committee members are expected to demonstrate their commitment to the organisation by regular attendance at the monthly meetings and committee meeting, except when prevented by unforeseeable events.
Policy detail	<p>Attendance</p> <p>Currently there are 11 Committee member meetings per annual and generally held on the third Monday of each month (Jan-Nov). There are 11 Monthly member meetings generally held on the second Tuesday of each month (Feb-Dec). It is expected that all committee members will attend at least 7 monthly member meetings and 7 monthly committee meetings with the Strategic workshop in November being the only compulsory face to face required attendance.</p> <p>Roles</p> <p>The required roles that are needed to be filled are within the Wellington PIA constitution, however the Wellington PIA currently required the following specific roles to filled:</p> <ul style="list-style-type: none"> • President • Vice President • Secretary • Finance • Sponsorship and corporate member lead • MC for member meetings • Fireside lead • Catering lead • Communications and marketing

General requirements of all committee members

- Help set up/ pack up food at monthly meetings.
- Make members feel welcome at the front door of meetings and be available to greet new members or visitors.
- Engage with members to make them feel welcome and help create a friendly and open culture at meetings.
- Assist with follow up on lapsing membership to encourage to stay.
- Seek feedback from members to bring back to committee.
- Willingness to assist “role leaders” (above)
- Come up with topical speakers and take lead in securing the speaker
- Lead specific groups as required....eg Women in Property Group.

Committee Members Attributes:

- Being clear about why they are there and what they hope to achieve. This is generally about a genuine need to give back to the organisation and a feeling of assistance to property investors.
- Being an active member of “the team” and working in collaboration with other members.
- Bring a wider perspective to all the issues the organisation faces.
- Always treating Committee members with respect and professionalism.
- Contributing to a good committee dynamic.
- Promoting the organisation and the benefits of membership to the public.
- Maintaining excellent relationships with the community, both the wider community and the property community.
- Being accessible to members to act as a guide to possibilities or where to seek further help / assistance / inspiration.
- Contributing to the smooth running of the organisation, whether meetings, marketing or finance.
- Raising any issues with the President and/or committee for timely resolution.
- Answering their emails / calendar appointments.
- Trustworthy and reliable. Turning up when they say they will.
- Doing what they say they will within the agreed timeframe.
- Send apologies to the committee secretary if they are unable to attend a meeting.
- Prepare for the committee meeting by reading the agenda papers and thinking about points that need to be raised, clarified, or discussed.
- Discuss any matters that need decisions with the appropriate individuals prior to the meeting.
- Acknowledge and disclose any conflicts of interest.
- Contribute to discussion and conduct the business of the association to the highest standards.
- Carry out any follow-up action required of them.

Benefits

It is acknowledged that committee members are volunteers and give up their time to support the organisation and “give back” to the wider investor community in Wellington.

	<p>To encourage the adherence to this policy, all committee members will be given 1 year's free membership (excluding magazine) after their first year on the committee and meeting all the criteria in this policy. This will be confirmed on an individual basis at the annual strategic meeting and is voluntary. This is reviewed annually thereafter.</p>
Procedures	<p>If for any reason the above requirements are not met, or a committee member does not pass the publicly recognised measure of being of corporate standard then the following disciplinary actions will occur.</p> <ul style="list-style-type: none"> • Any committee member who wishes to make a complaint, must be in writing with a clear outline of the breach and clear evidence to support such a claim. This will be sent in confidence to the President. If the complaint is about the President, then this complaint should be brought to the Vice President. • The President or Vice President will address the issue, if substantiated with the individual/s and provide guidance on how to improve. • If such breach is clearly to put the association or the committee into disrepute or tarnish the Associations perception, they will be immediately stood down from the committee. • Appointing / terminating committee members – majority vote with chair having the deciding vote. New & current committee members must be financial members of WnPIA.
Context	<p>With the growing number of committee members and willingness and increased engagement of Association members, it was decided that a policy to outline committee expectations, behaviours and benefits would be beneficial. It will also serve as a good reference for prospective and future Committee members.</p> <p>It further aligns the Association with the umbrella constitution and goals of the NZPIF.</p>
Effective date	November 2024 and reviewed annually at the annual Strategy Meeting.
Version/review date	3.0 next review due November 2025.
Links/references	Wellington PIA Constitution, NZPIF Constitution and Policies.