



State Committee Charter

INTRODUCTION

The Australasian Promotional Products Association (APPA) promotes the development, integrity and creativity of the promotional products industry, ensuring good business practices and the highest industry and community standards.

Strong state-based activity is an important means to providing service to members and APPA is supported by its State Committees who represent and assist the Association to achieve its Objects and strategic priorities.

RESPONSIBILITIES

Without limiting the general role of the State Committees, the principal functions and responsibilities are to:

- Support members professional development and networking requirements by conducting at least **three events per annum** (i.e. technical presentations, site visits, social functions, etc.) with at least two of these events having an educational focus;
- Provide the forum for professional debate on relevant issues within the industry such as sustainability, ethical sourcing, product safety, etc.;
- Assist in the recruitment of new members and retention of existing members;
- Enhance relationships with government, industry bodies and educational institutions;
- Supporting APPA's major events (ie: CONVEX & Roadshow);
- Support local activities from APPA Special Interest Groups such as the Y-Promo Group.

INPUT TO THE BOARD & OFFICE

In supporting the role of APPA and where required, the State Committees are to also:

- Contribute towards the strategy and direction of APPA through the provision of ideas, input and comment, either directly or indirectly to the Board, for their consideration;
- Being committed to the achievement of the Strategic Plan and when appropriate, convey APPA's strategies and actions to the members and provide relevant feedback to the Board of Directors;
- Communicate relevant issues to the APPA Board for its deliberation arising from a broad awareness of the issues affecting members and the industry generally;

- Respond to specific matters for which the Board has requested consultation with the Committee;
- Recommend activities or initiatives for the benefit of members to be undertaken by the APPA office, and;
- Pro-actively work with the APPA office staff.

ACTIVITY PLAN, BUDGETING & REPORTING

State Committees shall each year **(by 30 April)** develop a realistic Annual Activity Plan of events along with a realistic budget for the forthcoming financial year which reflects the Annual Activity Plan for that year.

State Committees should aim to return a surplus from the conduct of their activities and if a deficit is anticipated, the Committee will have to include with their budget an explanation as to why this position exists.

Each State Committee Annual Activity Plan & Budget will be submitted to the APPA Board (via the CEO) for approval and inclusion in the overall APPA Budget. The submitted budget will firstly be reviewed by the CEO & Chair of the Finance Committee and may need to be further discussed and modified before being submitted to the Board.

Each State Committee will have the autonomy to manage the spending within the budget as approved by the Board. Committee members are to provide invoices for payment or receipts for reimbursement with approval from two Committee members to APPA for payment/reimbursement.

Planned activities may of course be amended, varied, improved or ceased during the year if that is decided by the Committee and it is recognised that from time to time, the Committee may wish to implement new activities/projects outside the budget process. A submission for approval to proceed with these activities/projects supported by a 'business case' is to be presented to the CEO (and Board if required by the Delegation of Authority Policy) for approval.

In April each year, the State Committee shall also submit a brief report to the Board summarising the previous year's activities and outcomes.

COMMITTEE COMPOSITION

Each State Committee will consist of three (3) to six (6) financial members and shall aim to have a mix of distributor members or representatives of distributor members and supplier members or representatives of supplier members.

A State Committee member will serve a minimum of two consecutive years and a maximum of five consecutive years.

The Committee shall seek to recruit new members when required to fill vacancies as it sees fit which may include seeking expressions of interest from the membership.

COMMITTEE CHAIR

Each State Committee shall elect a Chair from the committee members for a two-year term. The Chair shall chair all meetings of the Committee, however in the absence of the Chair at one of the committee meetings, the Chair shall appoint a replacement Chair for that meeting.

The Chair shall also take on other roles as required such as MC of organized events and act as the point of contact between the State Committee and APPA office staff and Board.

The State Committee Chair shall not be an APPA Board member.

MEETINGS

Each State Committee shall aim to meet as required either in person or by other means of communication.

QUORUM & VOTING

The quorum for a State Committee meeting is the presence of a majority of the committee members.

For matters requiring a vote, a resolution shall be taken as passed if approved by greater than one half of the members present and voting. No casting vote shall vest in the Chair and in the event of a tied vote the motion shall be deemed lost.

ATTENDANCE

APPA Board members, APPA CEO and staff shall be entitled to attend State Committee meetings.

MINUTES

A representative on the State Committee shall take brief Minutes of the proceedings of all meetings of the Committee and circulate these to all Committee Members and APPA CEO within one week of the meeting.

HISTORY AND VERSION CONTROL

This State Committee Charter will be reviewed by the Committee and approved by the APPA Board every three years.

Version	Reviewed By	Approved By	Date Approved
1.0		Board	28 th August 2020