

POSITION DESCRIPTION: APPA CHAIR

BACKGROUND

The Aotearoa Plastic Pollution Alliance (APPA) exists to prevent plastic pollution in Aotearoa and the wider world to restore the mauri of Papatūānuku (Land/Earth), Ranginui (Sky/Air), Wai (Freshwater), Tangaroa (Ocean) and all other living beings in our Taiao.

APPA is a collaborative forum of researchers, educators, artists, activists, and community leaders working to end plastic pollution through holistic systemic transformation. Our members facilitate and participate in interdisciplinary academic research, citizen science, activism and advocacy, art displays, and public events in our work against plastic pollution.

COMMITTEE EXPECTATIONS

Length of role: 1 year from AGM to AGM

Meetings per year:

- Monthly meetings held online on the third Tuesday of the month 12-1pm. Attendance at most of these is acceptable
- AGM is currently held in the second half of the year. Special meetings held as needed
- Monthly member meetings where possible. Currently held monthly in the last week of the month on a rotating lunchtime/evening basis.
- Annual in person hui with the membership. Held over two days.

CHAIR POSITION

Time commitment: 8-12 hours per month

The Chair role can be shared with a Co Chair or Deputy Chair arrangement.

Responsibilities:

- Support the Coordinator in between Committee meetings. Main contact for Coordinator to report to.
- Work with the Treasurer to ensure proper employment practices
- General spokesperson for APPA (e.g. for news media)
- Chair meetings
- Ensure compliance with The Amendment Charities Act 2023 and other reporting requirements
- Shared financial responsibility with the Treasurer
- Prepare annual report with support from Coordinator and Committee

- Maintain connections with international organisations APPA is a member of

Skills and experience

Essential:

- Governance experience ideally in an Officer role
- Experience in the non-profit sector or similar field
- Alignment with APPA's purpose and values
- Experience in a leadership role including facilitation
- Confident representing and speaking on behalf of the organisation
- An understanding of and genuine commitment to upholding Te Tiriti of Waitangi
- High level of professionalism, organisation, and people & relationship building skills
- Commitment to the role for at least one year

Desirable:

- Have an understanding of relevant policies, actors, institutions, issues and events surrounding plastic pollution and the waste sector
- Established relationships and connections within the sector
- Fundraising experience and connections
- Finance and budgeting experience
- Member of APPA or aware of the network
- Long term commitment to the role

KEY RELATIONSHIPS

- The APPA committee which is made up of six members including a Treasurer, Secretary, Advocacy Lead, Communications Support and Sector Partnerships Lead
- APPA employees which currently consists of a part time Coordinator and Tāngata Whenua Coalition Coordinator
- APPA members
- Funding stakeholders
- General public
- Allied organisations (e.g. Para Kore, Zero Waste Aotearoa, GAIA, Break Free From Plastics)