



Environmental Portfolio Chairperson

1. Purpose

The purpose of this role is to:

- Ensure that the Waitakere Ranges heritage act is being protected and advocated for and
- Ensure that the community are kept fully informed about the environment and understand their responsibilities as a resident of the heritage area

2. Nature and Place of Role

- The Portfolio Chair will most likely be elected at the Annual AGM held in the month of February each year.
- In the event that none of the elected Executive Committee members has the skills or wish to act as the Environment Portfolio Chair then this role may be appointed by the elected Committee on a yearly basis following the AGM each year. In this event the appointee will not be a member of the Executive Committee and therefore will not be entitled to vote on any resolutions.
- Abide by the powers of the Executive Committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the President and the members of the Association

3. The Portfolio Includes

- Biodiversity and Kauri Die back
- Bush lands
- Walkways
- Birdlife
- Pest and Weed control
- Water Catchment
- Climate Change



4. Principle Duties and Responsibilities

- Ensuring that the Waitakere Ranges heritage act is being protected and advocated for
- Representing community environmental concerns at the R&R level and above.
- Attend other Association and Council meeting to help promote environmental issues in the region
- Organising and coordinating various environmental initiatives
 - Prepare and distribute educational materials and run tutorials when available.
 - Support and resources for residents who have little appreciation for their environment.
 - Manage the trap library for the association for the eradication of all pests and return of birdlife to the Ranges
 - Dealing with the requirements for general increase in pests- animal and weed eradication
 - Form and manage subcommittees to undertake various environmental tasks throughout the year

5. Time required

- Attend at least five of the eleven Executive Committee meetings each year. Approx 3 hours per meeting.
- Prepare reports to be submitted to the Executive Committee during the year. Approx 5 hours
- Manage the Trap Library approx 2 hours per month.
- Attend other Association and Council meeting to help promote environmental issues in the region. Maybe 20 Hours
- Attend the AGM each year. Approx 5 hours

Total hours per year are Approx 70 hours.

6. Other

Should the incumbent be a member of the Executive Committee they may be required to attend planning sessions, local events and other functions from time to time. They may also agree to chair a specific subcommittee or manage a particular outsourced role and as such be required to volunteer the extra hours required to complete this task.