

Joining NEEOPA as an Executive Committee Member

What is the purpose of NEEOPA?

NSW Equal Employment Opportunity Practitioners' Association

We are a collaborative community of practice (physical and virtual) where progressive employers and practitioners can share, learn, and grow through authentic discussions across all dimensions of diversity and inclusion.

For over 35 years NEEOPA continues to lead the inclusion agenda – showcasing diverse voices and thought leadership, presenting best practice case studies, translating theory and research into action, and discussing the emerging issues.

A not-for-profit organisation, NEEOPA delivers thought provoking forums throughout the year offering networking with industry experts and access to the latest research for our growing membership of individual specialists, small to medium sized businesses, non-profit organisations, public sector agencies and large corporations.

Executive Committee Structure

The Executive Committee is made up of a President, Vice President, Treasurer and up to 8 other Executives. As stated in the Constitution, the minimum number of members is 7 and the maximum number of Committee members is to be fixed by the Committee but may not be more than 11 (unless the Association in general meetings resolves otherwise).

Why join the Executive Committee (ExCo)?

There are many great reasons to join the NEEOPA Executive Committee. It is a unique opportunity to be part of a community driving change across Australian workforces, sharing research and best practice in diversity and inclusion.

In addition, you can:

- diversify your professional network;
- share your knowledge, experience and lived experiences by contributing to forum topics, source presenters and play a part in the future direction of NEEOPA;
- further develop your knowledge and capability in diversity and inclusion (D&I); and
- gain professional development and experience in a Not For Profit organisation.

What are the responsibilities of the Executive Committee?

The Executive Committee work collaboratively to support HR and D&I practitioners to network, share best practice and to learn from industry experts. The key responsibilities of committee members include:

- holding active membership with NEEOPA either as an individual or through the organisation you work for;
- representing NEEOPA's best interests and helping to grow the membership base;
- attending meetings (up to 1 hour each) either in person or virtually, approx. one week prior to a forum;
- attending and contributing to NEEOPA forums (2 hours each, up to 7 times per year) including the end-to-end organisation of a minimum of one (1) forum per year;
- attending all NEEOPA social networking functions;
- contributing to content development of NEEOPA's annual forum schedule and social media posts;
- proactively promoting NEEOPA through social media; your organisation or personal networks;
- building and developing relationships with your allocated NEEOPA members to help them understand the benefits of their membership and how they can actively engage to further their own D&I strategies;
- supporting other committee members with administration and help as required (a maximum of 2 hours per month); and
- bringing to ExCo's attention any problems or issues.

Time commitment: approximately 1 day per month

Executive Committee – Constitution rules

Executive Committee members may only miss up to 2 meetings per year of the 7 scheduled to honour the commitment to NEEOPA and fellow committee members. From minutes 23 October 2012 2.6 NEEOPA Executive membership. A precedent was set regarding Executive Committee members, and when they leave their current organisation. They will then need to join as an individual member. Unless the original organisation member wishes to replace the position on the executive.

In addition to the ExCo members there are three (3) Office Bearer positions with additional responsibilities, these include:

President

The President takes a lead role in ensuring the committee work collaboratively together to plan, implement, and work towards the associations short, medium, and long-term strategy. In addition, the President is also responsible for:

- meeting with ExCo to assess the direction of the association and ensure it is in line with the NEEOPA stated mission and Constitution;
- taking a lead role when dealing with key stakeholders, regulators, and Government;
- managing the relationship with Sponsor Deloitte and partners;
- preparing the President's statement for the AGM and ensuring the AGM process is run in accordance with the Constitution;
- overseeing budgets and ExCo team; and
- directly managing the Memberships & Engagement Coordinator.

Time commitment: approximately 3-4 days per month

Vice President (VP)

The VP role supports the President in the duties above. The VP should be able to stand in for the President and perform the duties above at short notice. The VP is to have monthly progress meetings with the President.

The VP is also responsible for:

- overseeing the operational and administration aspects of NEEOPA;
- supporting the Memberships & Engagement Coordinator; and
- ensuring NEEOPA operates within the scope of the Constitution.

Time commitment: approximately 1-2 days per month

Treasurer

The Treasurer is responsible for overseeing the financials of NEEOPA including:

- developing and maintaining the annual budget for NEEOPA and creating long-term projections based on needs and upcoming capital projects;
- maintaining an efficient system of policies that adequately control treasury activities;
- ensuring sufficient funds are available to cover operational and capital investment needs;
- handling receipt, banking and protection of company funds, securities and financial products;
- advising Office Bearers and Executive of cash positions; and
- preparing financial reports, approving expenditure, and preparing a treasurer's statement for the AGM.

Time commitment: approximately 1.5 days per month

Media & Communications

As a not-for-profit organisation, NEEOPA relies on the support of the Executive Committee to promote its purpose and outcomes. To help achieve this, there is an expectation that each committee member will:

- post at least once in the month to NEEOPA LinkedIn Group and/or provide content for twitter. You may choose to do this directly or email neeopa@neeopa.org and NEEOPA Administrator will post on your behalf;
- endorse/promote NEEOPA at diversity related forums you attend or speak at; and
- promote NEEOPA to your network to continue building the membership base.

If you are interested in becoming a committee member and have further questions, contact Kathleen Cullen, NEEOPA Membership & Engagement Coordinator, email: neeopa@neeopa.org