



Working Group / Sub Committee Brief

Definition: A **sub-committee** is a small group of people assigned to focus on a particular task or area, such as finance or personnel. A **sub-committee** generally makes recommendations to the NZILA Executive **Committee** for decision. Regardless, any decisions made by such groups remain the responsibility of the NZILA Executive Committee.

Name of Working Group / Subcommittee: _____

Reporting to: (Name Executive Committee Member) _____

Scope	
Objectives	
Members <i>List members of sub-committee or working group and their role (ie who is Chairperson)</i>	
Executive Committee Motions	
Relevant NZILA Policies to comply with. <i>List NZILA Policies here relevant to Working Group</i>	
Responsibilities <i>(eg limitations included and excluded)</i>	

Required Outcomes (ie what is important to NZILA. E.g reputation, financial etc)	
Delegations of Authority	
Exec Reporting requirements (e.g. Reports structure, dates and who reporting to/via)	
Financial Assistance What contribution of costs will NZILA provide?	
Deadlines	
Duration of Operation	

Adopted at (Date of Executive Meeting or Electronic Motion)

Signed:

President

New Zealand Institute of Landscape Architects Tuia Pito Ora

Date: ____ / ____ / ____