

Branch Committee Overview – A Practical Guide

What is the Branch Committee?

The Branch Committee is a group of local Plastics NZ members who work together to connect, support, and engage the plastics community within their region, alongside but separate from the National Body.

What does the Branch do?



RUN EVENTS & ACTIVITIES

Each year the branch typically delivers:

- ★ 3–4 industry or technical events, such as factory visits, university tours, and guest speaker sessions.
- ★ Organises social & networking opportunities, including events like golf days, go karting and fishing competitions.
- ★ Activities are organised in collaboration with National Office Support Staff, who manage communications, registrations and payments
- ★ Contact Membership Services Manager – Kelly Buchanan-Johns kelly@plastics.org.nz



SUPPORT NATIONAL INITIATIVES

Branches play an important role in supporting Plastics NZ initiatives:

- ★ Run local activities for Clean Up Week
- ★ Promote National Activities at a local level eg webinars, communications



AGM & NATIONAL CONFERENCE

- ★ Branches typically host a local event or dinner alongside their AGM, where Committee members are elected, and branch accounts and reports are presented
- ★ Each year, one Branch is usually appointed as the “Host” of the National Conference. Branch Committee members then work alongside National Office Staff as part of the organising committee to plan and deliver the event.

Who's on the Branch Committee?

Each Branch has an elected President and up to 10 Committee Members that are elected at the AGM each year. A minimum of four members is required. Additional Members may be seconded during the year.

What does the Branch President do?

The President leads the Branch Committee, chairs meetings, liaises with the National Board, and ensures good governance and alignment. They are also responsible for managing and mitigating any conflicts of interest.

What's expected of Committee Members?



COMMITTEE MEMBERS

Committee Members are expected to:

- ★ Attend four meetings per year
- ★ Contribute ideas and input
- ★ Assist with organising events
- ★ Take responsibility for supporting at least one event annually

How does the money work?



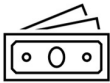
BRANCH FUNDS

- ★ Branches manage their own funds to support local activities. These funds are replenished annually through subscriptions from businesses in the region.
- ★ The Branch President can approve and manage smaller expenses (typically under \$200). Larger expenditures are handled through the National Office.



SPENDING & APPROVAL

All spending should be discussed, and agreed upon by the Committee in advance.



REIMBURSEMENTS

Members can be reimbursed for reasonable expenses using the Plastics NZ approved expense claim form, along with receipts. The Branch President will provide the necessary forms when required.

Branch Interests



GOOD PRACTICE

- ★ Act Transparently
- ★ Manage conflicts of interest appropriately
- ★ Always act in the best interests of the branch

Culture

Keep the approach practical, collaborative, and enjoyable

In Summary

The Branch Committee plays a vital role in connecting people, delivering value to members, and supporting the plastics industry at a local level.

If you're interested in developing your skills, taking up leadership opportunities and making your CV look amazing give us a call today