Thinking about nominating for the LGPA Executive Committee?

About LGPA

The LGPA is a professional association comprising local government planners and related consultants, public servants and others, interested in the promotion of sound local planning. LGPA is administered by an executive committee and supporting sub-committees, elected every twelve months.

There are 12 positions on the executive committee, made up of four 'office holders' and eight 'executive committee members'.

Sub-committee members participate in progressing specific functions of the LGPA. There is no cap on sub-committee members but a balance is needed to ensure there is enough capacity to deliver and making sure each member can make a valuable contribution to LGPA initiatives.

All members of either the executive committee or a sub-committee need to also be LGPA members.

Role of Office holders

The four office holders oversee the strategic direction and administration of the LGPA and include:

1. President
2. Vice-President
3. Secretary
4. Treasurer

The four office holder roles are typically roles filled from the existing executive committee, by people with a long relationship with LGPA or people with specialist skillsets which make them integral to the Association in a particular role.

The President also needs to be a local government employee at the time of their election.

Role of the Executive Committee

The remaining eight executive committee member roles are typically filled by existing sub-committee members or by people with proven experience, capacity and passion to drive the LGPA agenda. Whilst our preference is for more than two-thirds of the executive committee to be made up of current practicing local government planning professionals, we also recognise that this isn't always possible and people with a background in local government or who are closely associated with local government planning can also add considerable value to the executive committee

Role of Sub-committees

Sub-committees may be convened on the basis of the LGPA's agenda for the year ahead or to respond to an issue where there might be benefit in forming a working group with a specific focus.

While convening sub-committees or being appointed to a sub-committee might not happen until later into the year, registering interest in joining a sub-committee is a great way to become involved in the Association if it is your first time joining the LGPA committee or if you're unsure if you would have the capacity to take on an executive committee role.

What to expect when you're on LGPA

The LGPA executive committee and sub-committee members are all volunteers. This means we find time outside our normal day jobs and lives to keep all the LGPA initiatives on track. The executive committee meets at six-weekly intervals – usually at lunchtime – sometimes in person and sometimes electronically.

Sub-committees meet as needed, but are expected to meet at appropriate times in order for the sub-committee to provide an update on activities at an executive committee meeting.

As a member of either the executive committee or a sub-committee, in addition to participating in the meetings outlined above you can also expect to be involved in the preparation of submissions on behalf of LGPA members, come up with ideas for and help coordinate events and functions, research and contribute to content for our social media platforms, shape the strategic direction of the LGPA and liaise with stakeholders.

We also encourage executive committee and sub-committee members to attend as many LGPA functions as they can.

Still have questions?

If you're considering nominating for the 2023/24 LGPA executive committee or sub-committee feel free to contact Chris Leigh (LGPA President) or Anthony Denholm (LGPA Vice-President) to discuss your nomination or any questions you might have about the committee.

More info on the different roles of the committee can also be found by reading the '*LGPA Executive Committee – General Duties Statement*' summary sheet.

We look forward to hearing from you!

LGPA Executive Committee – General Duties Statement

President

- Chairs General and AGM Meetings
- Represents the Association at functions, forums and external meetings, and by delegation
- Signing of correspondence, membership confirmations and other matters
- Maintains a professional representation of the association

Vice President

- Provides a supporting role to the president and represents the association in the absence of the president
- Contributes to the activities of the committee

Secretary

- Collection of postage on a weekly basis
- Responds to correspondence
- Prepares agenda and records minutes of meetings
- Maintains a minute book and filing
- Updates a membership register
- Issues notices and arranges mail outs

Treasurer

- Maintains bank records and accounts
- Payment of bills
- Preparations of quarterly account balances
- Mail out of yearly subscriptions
- Update of membership register in conjunction with the Secretary
- Preparation of the AGM report

Committee Member

- Attendance at all general meetings
- Contributes to the agenda and activities of the committee
- Support to the Secretary to arrange functions and activities

Sub-committee Member

- Is convened to responds to issue-specific matters on behalf of the LGPA