

RETAIL COMMITTEE CHARTER

Report to	National Board
Managed by	Olivia Griffiths , Member Services Coordinator
Charter Date	Approved by National Board July 2021
Purpose of committee	Promote a strong and resilient retail property and shopping centre industry. Encourage place making and stronger communities.
Procedures	<ul style="list-style-type: none"> The Committee will adhere to Property Council's Constitution, Bylaws and Operational Guidelines regarding: <ul style="list-style-type: none"> Committee composition and operation procedure. Committee election, voting and appointment. Procedure for removal of committee members. Duties of the Chairperson. Process for establishment of a subcommittee. Committee member Code of Conduct. The Committee must adhere to the following procedures: <ul style="list-style-type: none"> Meet at least four times per year and as required to ensure the programme for Retail Conference is completed six months in advance. A quorum of at least five members is required for all meetings. As stated in the Property Council bylaws; the composition of the New Zealand Council of Retail Property shall be as follows: <ul style="list-style-type: none"> at least 50% of the Committee Members must be Senior Officers of Industry Leaders – Owner/Developers who own or develop retail property portfolios; and the remaining Committee Members must be Senior Officers of Members or Members who, own or develop retail property portfolios or provide services to the retail property sector. Members of the Retail Committee are expected to attend the annual Retail Conference.
Role and responsibilities	<ul style="list-style-type: none"> Champion retail property sector advocacy. Provide input to enable Property Council to deliver advocacy and policy outputs. Engage with retail property sector members to ensure their views are represented adequately with the broader Property Council. Provide input and guidance for the annual Retail Conference. <ul style="list-style-type: none"> Programme input, speaker brief development, assistance on identifying sponsors, post conference due diligence. Approach possible speakers and utilise connections within the committee to ensure Retail Conference is representative of the industry. Ensure the Retail Conference is profitable, enjoyable and “not-to-be-missed” by New Zealand retail property professionals. Deliver good outcomes for sponsors of the Retail Conference. Ensure business-like focus for financial outcomes and ensure there is surpluses after internal costs are added. Drive the retail training education programmes facilitated by Property Council New Zealand. This includes development of the programme, securing speakers, and participation (attendance or presenting). Promote Property Council's 40:40:20 pledge and work towards upholding diversity and inclusion for this committee.