

RETAIL COMMITTEE CHARTER

Report to	National Board
Managed by	Donna Peffers, Training & Member Support Manager
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	• The Committee will adhere to Property Council's Constitution, Bylaws and Operational Guidelines regarding: ○ 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: ○ 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: ○ 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	• 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. ○ 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.