



NZGBC Advisory Group

This document sets out the Terms of Reference (ToR) for the Advisory Group of the New Zealand Green Building Council (NZGBC) and was approved by the NZGBC Board on 2 December 2015.

Advisory Group purpose

To provide a framework for NZGBC staff, management and members to collaborate more extensively to bring about the successful delivery of the Board-approved, multi-year business plan and ultimately, the realisation of the NZGBC vision.

The Advisory Group will consider issues and advise the Chief Executive (CEO) and staff of the NZGBC on specialist management and technical issues. The creation of an Advisory Group provides NZGBC members more opportunities to become involved and contribute positively to the work and direction of NZGBC.

Objectives

1. To broaden and deepen NZGBC insight into and understanding of its current operating context – central and local government, industry activity and trends, etc.
2. To provide advice and recommendations, from an industry perspective, on how best to achieve the NZGBC objectives.
3. To assist in the continuous improvement of all rating systems and tools, to ensure they remain robust, relevant and valued by stakeholders.
4. To provide technical oversight and guidance on benchmarks, technical development and future direction of the tools and certification processes.
5. To contribute to and influence recommendations on the certification programme and overall usability aspects of the rating system and tools.
6. To inform and influence NZGBC policy development and advocacy positions, and to facilitate access to key stakeholders and decision makers.
7. If sought by the CEO, provide guidance to assist NZGBC on operational matters, including customer/member experience, business systems and processes, marketing and communications, and organisational development.
8. To positively promote and advocate for NZGBC.

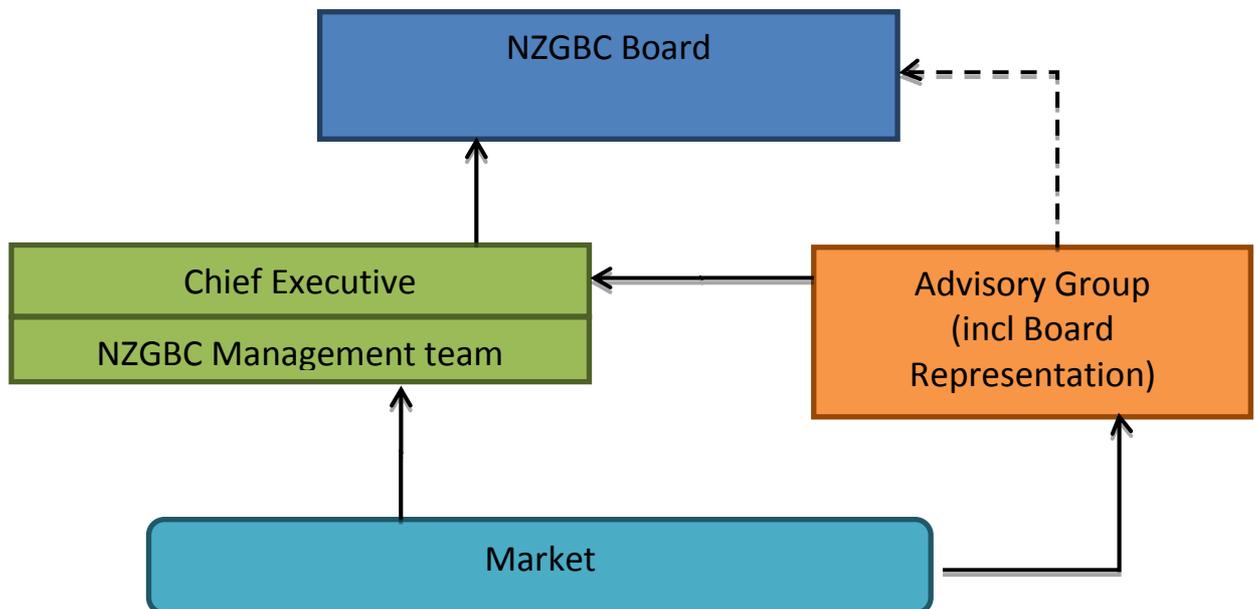
Advisory Group structure

The Advisory Group is not a fixed governance or management structure.

It is instead:

- A pool of pre-selected experts with whom the NZGBC CEO and staff can develop a closer, trusted working relationship
- A group that is flexible, morphing to suit the particular circumstances and needs of the NZGBC, as determined from time to time by the CEO
- An opportunity to be at the “frontline” of NZGBC operations:
 - To provide a strategic perspective on topical issues
 - To suggest valuable opportunities that will support NZGBC’s strategic direction
 - To act as a sounding board on new ideas and proposals
 - To contribute a critical ‘devil’s advocate’ perspective
 - To generate and participate in robust discussion and debate in a safe environment
 - To support increased communication and transparency with market/membership.

The Advisory Group place in the NZGBC business model can be depicted as follows:



Role and responsibilities

NZGBC Board	<ul style="list-style-type: none"> To approve the Advisory Group TOR and review these annually, or as and when appropriate To nominate not less than two Board members to participate in the Advisory Group Forums.
NZGBC CEO	<ul style="list-style-type: none"> To invite and select Advisory Group members Chair the Advisory Group To select topics for discussion, debate and perspective.
NZGBC staff	<ul style="list-style-type: none"> To propose topics for discussion, debate and perspective To take a NZGBC wide view of issues ahead of their specific business area interests To engage with Advisory Group members.
Advisory Group members	<ul style="list-style-type: none"> To act in the best interests of the NZGBC as a whole To contribute advice, robust discussion and constructive criticism To support the communication of key initiatives and provide feedback loops on market opinions and reactions, and to assist in addressing stakeholder and industry feedback on green building related matters.
Advisory Group – technical members	<ul style="list-style-type: none"> To promote and provide technical oversight for the development and implementation of the NZGBC’s technical work in line with the NZGBC’s strategic direction To provide guidance on key technical decisions relating to the tools To provide advice on the release of rating tools (where this is within the jurisdiction of the NZGBC), and updates/re-releases to existing tools To act in an advisory and consultative capacity, offering guidance to the CEO and NZGBC staff when sought To provide advice in relation to the technical component of new opportunities (the other areas will be addressed by the NZGBC Board, or by other Sub-Committees as relevant e.g. the Finance Audit and Risk Committee).

Advisory Group composition

At any one time, the Advisory Group is likely to comprise up to 20 members. The CEO will invite and select members based on:

- The likely needs in the context of the approved Business Plan, and the current and predicted market and political conditions
- A balanced representation of the membership
- The desired attributes - as a guide, it is expected that Advisory Group members are likely to have one or more of the following attributes:
 - Leadership, with a strong influence in the property industry or stakeholder groups, including policy setters and influencers.
 - Experience in advocating for sustainability in the built environment.

- Senior industry participants associated with the design, construction, leasing, management, or operations of buildings or fitouts in all sectors (including residential), as well as the planning and delivery of communities and precincts.
- Expertise in strategy implementation, marketing, education development, and research and policy.
- Technical skills in developing and evolving rating tools and processes and an understanding of the mechanisms required to drive change towards a more sustainable built environment.
- Experience in facilitating, receiving and addressing stakeholder feedback.

The selected members will contribute to or attend meetings, with support from others if agreed/available. Where members are unable to attend meetings, Deputies are not required unless specifically agreed by the CEO.

The membership of the group will be reviewed periodically.

Advisory Group modus operandi

This group will be convened by, and at the discretion of the CEO. Members of the Group may also be consulted individually, or in smaller sub-groups.

It is also envisaged that the full Advisory Group will be convened at least 1-2 times annually for the Advisory Group Forum. There will be strong links between the Board and the Advisory Group with the participation of at least two existing or previous Board members.

The key purpose of the Forums will be to:

- Engage the group in strategy proposals, new developments and opportunities on the horizon
- Discuss and debate the broader picture of NZGBC's involvement and progress in the market
- Consider and discuss research and feedback and its impact on NZGBC's strategy and policy position
- Provide an update on organisational progress and plans.

Secretarial and meetings

- The CEO may have in attendance at Advisory Group meetings such members of management, and such other persons as it considers necessary.
- Reasonable notice of meetings and the business to be conducted shall be given.
- Minutes of decisions and actions from all meetings shall be kept and presented to the next Board meeting.