

24 June 2015

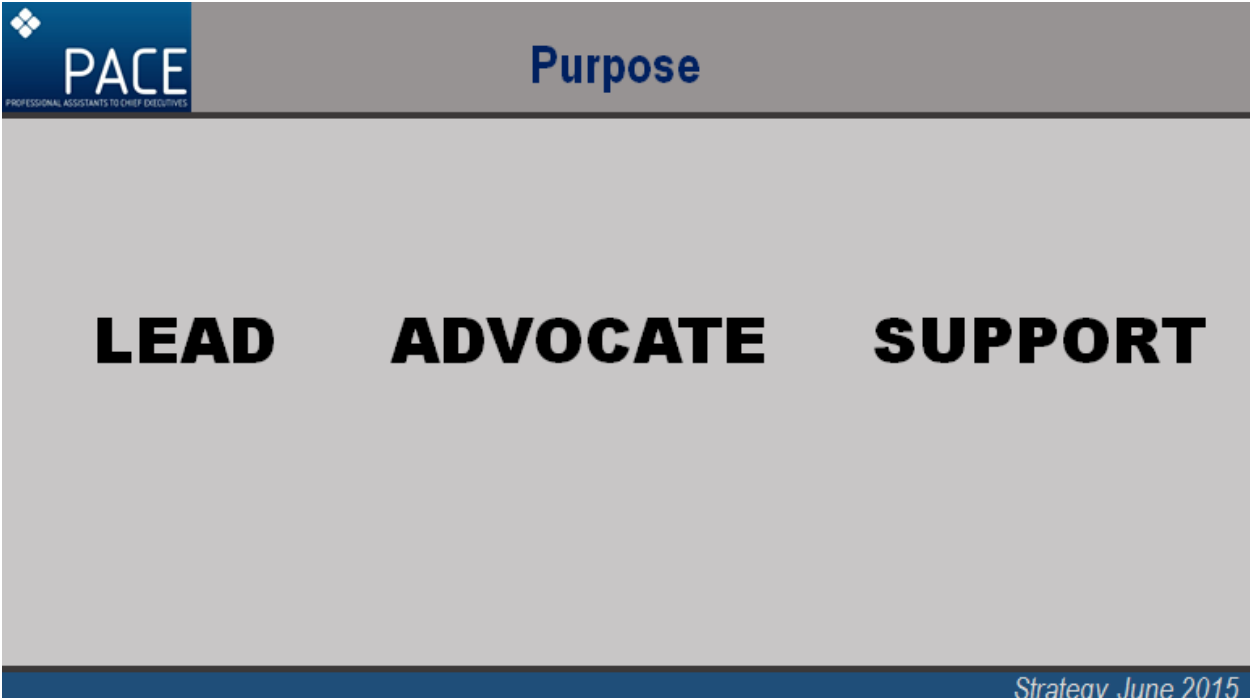
Dear PACE member


Thanks to those members that attended Tuesday's meeting to hear about the organisation's strategy and vision, and have a chance to discuss the PACE eligibility rules. The management team wanted to share the strategy presentation with all members, as it's important that you all know where we're heading and provide your thoughts on this.

Each year the Management Team allocates time to review and update the organisation's strategy, to make sure we're on the right track as well as heading in the right direction. We've actually had two meetings to work on this and I would like to thank all the management team for their honest and valuable input in to this document.

The strategy is broken in to three sections, the why (our purpose), the what (what our purpose means), and the how (the tangible ways we work to enable the purpose).

Firstly, our Purpose.



 **Purpose**

LEAD ADVOCATE SUPPORT

Strategy June 2015

We came up with three words which encompass what we do – to Lead, to Advocate and to Support. We wanted something that was memorable as well as easily states what our organisation does.

But what does that mean? What do we do to support this? We've put together a number of statements that show what we need to do to serve this purpose.

By way of



Building relationships through connecting

Evolving with change

Leading through supporting and inspiring others

Continually improving

Raising the profile of our profession

Knowledge sharing through educating and mentoring

Strategy June 2015

These are what we do – here's the "how".

- ❖ By holding monthly meetings:
 - Seek out a variety of topics, speakers and venues, including professional development, social events, family visits, networking opportunities.
- ❖ Identifying and engaging with influential and relevant stakeholders:
 - Management Team members regularly meet with Recruitment Agencies, Strategic Pay and other organisations to advocate for and promote our profession, discuss pay scales, discuss the job market and current trends.
 - Continue to raise our public profile so stakeholders know who we are, ideally approaching us first (for instance – Steve Logan from Logan Brown contacted us to arrange a function).
- ❖ Providing access to relevant resources:
 - Currently have a library of relevant books for members to access, with an idea to add an online library.
 - On the new website articles can easily be shared or requested between members.
- ❖ Proactively supporting and mentoring:
 - Ensure all members are welcomed and new members especially are introduced to other members.
 - Supporting new EAs to CEs.
 - Support members in times of need, either personally or professionally.
 - Identify and mentor EA's who are seeking to climb the ladder to CE level.
- ❖ Providing professional development opportunities:
 - Hold a Bi-annual PD workshop.
 - We share information shared on other training, workshops and seminars.
 - Make contact with suitable training organisations, negotiate special rates or discounts for members to attend training.

- ❖ Sharing relevant vacancies:
 - Recruitment agencies actively request PACE to advertise relevant jobs out to members.
 - PACE members letting the management team know when opportunities come up at their workplace.

- ❖ Providing leadership opportunities within the organisation:
 - Management team.
 - Opportunity to join sub committees, for instance the current Professional Development sub-committee.
 - Opportunities to deliver a talk/presentation at outside training PA/EA sessions.

We believe this strategy not only reflects where we are now but keeps us moving in the right direction to strengthen and grow PACE. It also reflects the responses to our most recent member survey.

If you have any comments or thoughts we'd love to hear from you, please feel free to contact me or any of the management team – our contact details below.

Rebecca Dobbs
Chair

PACE Management Team

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