

## NEAS Board Succession Communications Plan

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Stakeholder Group	Method	Responsibility	Date of Release	Communication Draft
NEAS Advisory Council	Email	Denise Taylor	12 <sup>th</sup> December, 2019	Appendix A
Government	Email	Patrick Pheasant	16 <sup>th</sup> January, 2020	Appendix B
Industry bodies	Email	Patrick Pheasant	16 <sup>th</sup> January, 2020	Appendix C
NEAS employees	Email	Patrick Pheasant	12 <sup>th</sup> December, 2019	Appendix D
NEAS members	NEAS Newsletter	Cameron Heath / Ana Bratkovic	16 <sup>th</sup> January, 2020	Appendix E
General public	Website	Cameron Heath	16 <sup>th</sup> January, 2020	Appendix F

## APPENDIX A: DRAFT EMAIL TO NEAS ADVISORY COUNCIL

From: Denise Taylor

To: Heidi Reid; Visal Sou; Rosa Park; David Hill (+ new members elected at 5 December Board meeting)

Cc: Patrick Pheasant

Dear NEAS Advisory Council,

After almost 7 years as Chair of the NEAS Board, I have decided to step down from this position at the end of this year. I am however, honoured to remain on the Board as a Non-Executive Director.

I am delighted to be able to inform you that Tanya Buchanan has been elected as the new Chair of NEAS, commencing in 2020.

The appointment of Tanya as Chair was the unanimous decision of the NEAS Board of Directors, and I can think of no better person to take on this role. Tanya has been a NEAS Director since June 2019 and has made an outstanding contribution to date.

In my time as Chair since 2012, NEAS has grown significantly thanks to the hard work of our Committees and staff.

It has been a great pleasure to work with Patrick Pheasant, Chief Executive Officer, who has provided outstanding leadership and dedication. He and his staff strive tirelessly to advance education by providing quality assurance services for everyone in the English Language Teaching community.

Next year, NEAS will celebrate its 30<sup>th</sup> year of operation and I'm very excited about the direction NEAS is heading, with a strong strategic plan in place to continue to provide an excellent service to the ELT community.

Thank you for your continued support, guidance and commitment to NEAS. It is an honour to have met so many wonderful people during my time as Chair.

Best wishes,



Denise Taylor  
Chair

## APPENDIX B: DRAFT EMAIL FOR GOVERNMENT STAKEHOLDERS

From: Patrick Pheasant

To\*: Saxon Rice (ASQA); Irene Ioannakis (ASQA); Jane Connellan (ASQA); Anthony McClaran (TEQSA); Greg Simmons (TEQSA); Gary Brook (TEQSA); Rebecca Hall (Austrade); Julie Hiscock (DoE); Brett Galt-Smith (DoE); Vanessa Fensom (QLD DoE); Christopher Lawson (DoE); Peter Mackey (NSW Dept of Industry); Virginia Lee (NSW Dept of Industry).

*\* Patrick to send each of the above a personal email forwarding on Denise's email to the NEAS Advisory Council (below)*

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Best wishes,



Denise Taylor  
Chair

## APPENDIX C: DRAFT EMAIL TO INDUSTRY BODIES

From: Patrick Pheasant

To\*: Brett Blacker (English Australia); Troy Williams (ITECA); Robert Parsonson (ISEAA); Phil Honeywood (IEAA)

*\* Patrick to send each of the above a personal email forwarding on Denise's email to the NEAS Advisory Council (below)*

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Best wishes,



Denise Taylor  
Chair

## APPENDIX D: DRAFT EMAIL TO NEAS EMPLOYEES

From: Denise Taylor

To: Ana Bratkovic; Benjamin Colthorpe; Cameron Heath; Joel Manning; Jacky Ronan; Diane Price; Marion Bagot; Darren Brookes; Debbie Kemish; Denver Craig; Rufus James; Dr Stephen Howlett; David Hill

Cc: Patrick Pheasant

Dear NEAS Staff,

After almost 7 years as Chair of the NEAS Board, I have decided to step down from this position at the end of this year. I am however, honoured to remain on the Board as a non-Executive Director.

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Thank you for your continued hard work, support and commitment to NEAS. It is an honour to have met so many wonderful people during my time as Chair.

Best wishes,



Denise Taylor  
Chair

## ***NEAS Board Elects New Chairperson***

The NEAS Board of Directors is pleased to announce Ms. Tanya Buchanan has been appointed as NEAS's new Independent Non-Executive Chairperson, effective February 2020.

Tanya has been a Non-Executive Director of the NEAS Board since June 2019. She has held several senior Board and Leadership positions across the not-for-profit sector and brings a great wealth of very relevant experience to NEAS.

Outgoing Chair, Denise Taylor, said "The appointment of Tanya as Chair was the unanimous decision of the NEAS Board of Directors, and I can think of no better person to take on this role. Tanya has been a NEAS Director since June 2019 and has made an outstanding contribution to date".

Denise Taylor will remain on the NEAS Board as a Non-Executive Director. We thank Denise for her tremendous work and dedication to NEAS.

Discover more about our Board [here](#).



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