

# Te Poari o Te Runanga o Aotearoa NZNO Charter

DRAFT – April 2013

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## Introduction

Te Poari is accountable to Te Runanga members, and is the managing Komiti of Te Runanga and its general purpose is to bring a Te Runanga membership perspective to the Board.

Te Poari is a standing committee of NZNO.

The Board may delegate any of its powers to Te Poari apart from the exceptions specified in the Constitution.

This Charter is established by the Board in accordance with the NZNO Constitution and details Te Poari's objectives, responsibilities, membership and operations.

## Definitions

Unless specifically defined in this Charter, words and phrases defined in the Constitution have the same meaning in this Charter.

“Annual General Hui” means the Annual General Hui of Te Runanga.

“Annual Work Plan” means the annual work plan of Te Poari.

“Appeal Committee” means a committee convened in accordance with Schedule Five for the purpose of hearing an appeal against a decision of the Election Committee.

“Board” means the Board of Directors of the New Zealand Nurses Organisation.

“Constitution” means the NZNO Constitution registered with the Companies Office.

“Election Committee” means the Board Election Committee.

“Kawa” means proper protocol based on Tikanga Māori and Mātauranga Māori and encompasses the desires of NZNO and Te Runanga to work together in accordance with the Memorandum of Understanding (July 2000) and under the guidance and mana of Te Poari o Te Runanga o Aotearoa.

“Kaiwhakahaere” means the Kaiwhakahaere of the New Zealand Nurses Organisation and the leader of Te Runanga o Aotearoa NZNO.

“Kotahitanga” means . . .

“Manaakitanga” means . . .

“Mātauranga Māori” means Māori knowledge and the body of knowledge originating from Māori concepts including the Māori world view and perspectives, Māori creativity and cultural practices, including language and traditional and environmental knowledge.

“Membership Committee” means the Membership Committee provided for in clause 23 of the Constitution.

“Memorandum of Understanding” means the Te Runanga O Aotearoa Memorandum of Understanding and Structure July 2000.

“Financial Year” means the twelve months in any one year from 1 April to 31 March

“Rangitiratanga” means . . .

“Region” means the Regions of NZNO as set out at Appendix Two of the Constitution.

“Regional Conventions” means the Regional Conventions provided for in clause 9 of Schedule 7 of the Constitution.

“Regional Te Runanga Rōpu” means the membership of Te Runanga for each of the Regions.

“Te Poari” means Te Poari o Te Runanga o Aotearoa NZNO provided for in clause 24 of the Constitution.

“Te Runanga” means Te Runanga o Aotearoa NZNO.

“Te Runanga Tauira” means student member of Te Runanga.

“Tikanga” means customs and traditions, including correct procedure, habit, lore, practices and conventions, handed down through generations, based on experiences and learning, and reflecting a Māori world view.

“Tumu Whakarae” means the Tumu Whakarae of NZNO and vice chairperson of Te Runanga o Aotearoa NZNO.

“Wairuatanga” means . . .

“Whānaungatanga” means . . .

## **Functions**

1. Te Poari shall support the decision making functions of the Board.
2. Te Poari is the managing Komiti of Te Runanga and the lead voice of Te Runanga.
3. Te Poari shall represent the interests and concerns of Tangata Whenua Māori members to the Board on behalf of Te Runanga and guide the Board in all issues pertaining to Māori and Kawa.
4. Te Poari shall support the Board by working in partnership to achieve NZNO strategic aims and shall assist the Board to give appropriate recognition to the Memorandum of Understanding between Te Runanga and the NZNO.
5. Te Poari shall, on behalf of Te Runanga;
  - a. Support the Board by working in partnership to achieve NZNO’s strategic aims in giving effect to Te Tiriti o Waitangi and by working with the Board to give recognition to the Memorandum of Understanding of July 2000 between Te Runanga and NZNO.
  - b. Assist the Board to ensure NZNO’s processes reflect Tikanga Māori;
  - c. Assist the Board to uphold Tikanga Māori within NZNO;
  - d. Undertake the election process for Kaiwhakahaere, and Tumu Whakarae in accordance with Tikanga process, and other Te Runanga representative appointments as appropriate;
  - e. Articulate Te Runanga regional issues to the Board;

- f. Assist the Board where appropriate to ensure it is responsive to the needs of Māori member issues;
- g. Support the education and professional development in Tikanga Māori practice within the organisation; and
- h. Use its best endeavours to ensure the relationship between NZNO and Te Runanga is founded and is carried on in accordance with Kawa.

This shall include reviewing draft policy and advising the Board as to its reflection of Tikanga Māori.

6. Te Poari shall receive and consider the minutes of Board meetings and provide feedback as it considers appropriate to fulfill its remit as set out in this charter.
7. Te Poari shall elect from amongst its membership two members of the Board Election Committee.
8. Te Poari, (except for any Member who is a member of the Board), working in conjunction with the Membership Committee, shall hear any appeal against a decision of the Election Committee in accordance with the process for appeals established by the Board of Directors.
9. Te Poari shall form a sub-committee in partnership with the Membership Committee (three members from each) to allocate the Florence Nightingale scholarships.
10. Te Poari shall contribute ideas to the Board for further training and development of membership skills in governance and leadership, and for Regional Conventions and annual general conferences.
11. Te Poari shall direct the planning and convening of the Annual General Hui.
12. Te Poari shall determine the representation of Te Runanga at the Annual General Meeting of NZNO.
13. Te Poari shall work with the Board on specific projects or activities as agreed between them.
14. Te Poari shall work in partnership with the Membership Committee to achieve NZNO aims in giving effect to Te Tiriti o Waitangi.
15. Te Poari shall contribute to annual evaluations of the performance of the Kaiwhakahaere and the Tumu Whakarae.

### **Responsibilities**

1. The Kaiwhakahaere is responsible to the Board for the effective performance of Te Poari including achievement of its Annual Work Plan and budget.
2. Each Member is responsible to their constituent member group.
3. Te Poari is accountable to Te Runanga members.
4. Te Poari shall take any action, in its opinion is necessary to promote the national interests of Te Runanga members and foster whānaungatanga, rangitiratanga, manaakitanga, kotahitanga and wairuatanga.

### **Membership**

1. Te Poari shall consist of up to 17 Members appointed at the Te Runanga Annual General Hui, being:
  - a. The Kaiwhakahaere and Tumu Whakarae for the term of their office (2).
  - b. Kaumātua as directed by the Chairperson or Members of Te Poari with the approval of the Chairperson and in accordance with Te Kahui Kaumātua/Kuia Rōpū Terms of Reference.
  - c. One representative elected in each Region by the Regional Te Runanga Rōpu and presented at the Annual General Hui for acceptance. (11)
  - d. Two representatives elected by Te Runanga Tauria and presented to the Annual General Hui for acceptance. (2)

2. The term of office of the Regional Te Runanga Rōpū and Tauira representatives shall be two years, with unrestricted right of re-election.
3. The Kaiwhakahaere and the Tumu Whakarae shall be Chairperson and Vice Chairperson respectively of Te Poari.
4. A Member shall cease to be a Member if that person:
  - a. states in writing that she, or he wishes to resign from Te Poari; or
  - b. is removed from office in accordance with schedule six of the Constitution; or
  - c. dies; or
  - d. is absent without leave from three consecutive meetings of Te Poari without good reason or without the permission of the Chairperson; or
  - e. has come to the end of their term without being re-appointed.
5. The quorum for a meeting of Te Poari shall be six, one of whom shall be the Kaiwhakahaere or, in her or his absence, the Tumu Whakarae.
6. Te Poari may have in attendance at their hui other NZNO members or staff as requested of the Chief Executive Officer by Te Poari for the purpose of accessing expert advice to assist the achievement of the Te Poari's functions and in accordance with Tikanga. Any NZNO members or staff in attendance at Te Poari hui shall not be entitled to vote and shall not be counted for the purposes of forming a quorum.

## **Operations**

1. Te Poari shall operate in accordance with Tikanga Māori and Mātauranga Māori.
2. Hui shall be held no less than four times each year and shall be conducted by virtual means or kanohi ki te kanohi as recommended by Te Poari and agreed by the Board in approving Te Poari's Annual Work Plan.
3. The Chairperson shall communicate at least two weeks' notice of meetings to the members of Te Poari and other invitees. Notice may be communicated by post, facsimile, or email, and shall state the place, day, time, mode and subject-matter of the meeting. No deficiency or irregularity in a notice of meeting of Te Poari shall invalidate such meeting or the proceedings at such meeting.
4. Hui of Te Poari shall be minuted, and minutes of each meeting shall be signed by the Chairperson or Vice Chairperson as a true and correct record if confirmed at a subsequent meeting of Te Poari.
5. Te Poari may close its proceedings to everyone other than the Members and other invited NZNO members or staff to discuss specific agenda items as required to protect the privacy of an individual or individuals or to receive or consider information that could have a substantial impact on the ability of NZNO or Te Runanga to operate effectively if it was made generally available.
6. Te Poari shall submit an Annual Work Plan, including budget to the Board for the next Financial Year. That plan shall be a plan of the work to be undertaken by Te Poari and shall not be an operational plan of work to be undertaken by staff or utilising any other NZNO resource.
7. Te Poari will update each meeting of the Board on its activities and make any recommendations for Board consideration through the Kaiwhakahaere or Tumu Whakarae.

8. Te Poari shall send to the Board a report assessing its performance against its Annual Work Plan within three months of the conclusion of each Planning Year and provide a report to the Annual General Hui.
9. Members attending meetings of the Committee shall be entitled to reimbursement of expenses in accordance with NZNO's Reimbursement for Members Policy.

#### **Review and Amendment**

1. This Charter shall be reviewed by Te Poari within six months of the appointment of Te Poari at the Annual General Hui in August 2013 and any changes deemed necessary recommended to the Board for approval.
2. This Charter may be amended by a majority resolution of the Board on recommendation from Te Poari.

Recommended for approval by Te Poari February 2013

Approved by Board of Directors April 2013

For review August 2013