

Roles of responsibilities of NZNO Membership Committee member

The Membership Committee is accountable to NZNO members and its general purpose is to bring a membership perspective to the Board.

Functions

1. The Committee shall support the Board by working in partnership to achieve NZNO strategic aims in giving effect to te Tiriti o Waitangi.
2. The Committee shall assist the Board by:
 - a. providing further insight into the views and needs of the diverse membership of NZNO and provide a link to the local level.
 - b. providing advice to the Board on membership matters and regular feedback to the Board. In doing this it shall articulate regional, college, section and student membership issues to the Board.
 - c. ensuring NZNO is responsive to the needs and issues of members.
 - d. receiving and considering the summary of Board meetings and providing feedback as it considers appropriate to fulfil its scope as set out in its charter.

Person specification

To perform these functions, the Committee requires members who:

1. Are elected by a constituent member group for a three year term from Regional Council, Colleges, Sections and a shorter term for the National Student Unit
2. Engage with a broad cross-section of members within their constituent group
3. Understand and practice NZNO's Bicultural Partnership
4. Display NZNO Values
5. Foster trust, and develop collaborative relationships
6. Have time available to undertake duties, including the specific tasks below.

Specific tasks

Committee members are expected to:

1. Consult regularly with their constituent member group (Regional Council, National Student Unit or group of Colleges/Sections, as appropriate). The two college and section representatives should ensure, between them, that all Colleges and Sections are consulted. This consultation will include:
 - a. Circulating the agenda and meeting summary of Membership Committee meetings to their constituent member group, and inviting feedback.
 - b. Submitting a report to regular meetings of their constituent member group and attending in person, wherever possible, to gather feedback.
 - c. Circulating other correspondence received via the Membership Committee, such as NZNO consultations and requests for submissions and summaries of Board meetings.
2. Consult with other appropriate membership bodies (such as Workplace Organising Committees, Local Student Units or Regional Sections), where possible.
3. Attend their Regional Convention, in their role as Membership Committee representative.
4. Attend the relevant NZNO annual meetings with their constituent group being the NZNO AGM, national student unit AGM, or college and section day in their role as Membership Committee representative,

5. Take part in Membership Committee meetings, or else submit an apology to the Chair.
6. Participate in the development of the Annual Work Plan, and undertake any delegated tasks arising from this.
7. Provide representation on the Florence Nightingale Memorial Fund Committee, Abstract Committee, and Remit committee, in partnership with Te Poari, and other NZNO stakeholders.
8. Undertake any allocated work on specific projects or activities agreed with the Board.
9. Support the Membership Committee Chair in fulfilling her/his responsibilities under the Membership Committee Charter.
10. Participate in the annual assessment of Membership Committee performance against the Annual Work Plan.

Review

The job description to be reviewed by the Committee annually in March.