

College of Child and Youth Nurses (CCYN) National Committee Responsibilities

Becoming a national committee member requires active participation in delegated activities. It is important to have agreement on expectations of each member to prevent any misunderstandings.

Responsibilities include:

- performing assigned tasks in a timely manner to facilitate the orderly progression of committee business;
- maintaining contact with the chair to ensure a viable, productive committee;
- participating in committee evaluation and future planning;
- attending all regularly scheduled committee meetings;
- devoting sufficient time to consistently fulfil the duties of the position of committee member;
- performing other duties as may be requested by the and having a mechanism for signalling overload with your colleagues to avoid the risk of burn out.

Initial practical activities for new committee members :

- Receive a hard copy of the College & Section Handbook from the admin support person.
- Signatories for cheques are updated.
- How to access the committee website resources – need your NZNO membership number for access.
- Name & contact details for
 - a. your NZNO administrator
 - b. your PNA.
 - c. your BOD representative
- Teleconference phone numbers obtained.
- Get copy of reimbursement forms.
- How to access C & S membership forms on the website.
- Clarify support for leave from your employer (current NZNO MECAs do not have leave provisions for college and section activity). A template letter is also available in the College and Section handbook to send to employers
- Update committee lists and contact details for both NZNO archive records and on website as appropriate.

The chair:

1) Coordinates the annual planning of CCYN work, including:

- Organising dates and times of meetings, teleconferences etc;
- Reviewing CCYN strategic plan;
- Developing annual business and operational plan; attending NZNO committee members days; (*section 1.4 College & Section handbook*)
- Reporting to board of directors via C & S representatives six-monthly on activities against the NZNO Strategic Plan; (*section 2.1.6 College & Section handbook*)
- Overseeing CCYN conference planning and coordination ;
- Organising AGM mail out planning with Secretary, PNA & NZNO administrator;
- Participating in submission and project work;
- Assessing the need for contract renewals;
- Appointing a vice-chair;

- Delegating committee roles;
- Responding to official media requests
- Receiving reports on sub-committee activities at agreed intervals (*section 2.6 College & Section handbook*).
- Representing CCYN as a member of the Paediatric Society of New Zealand

2) Understands and can access NZNO policy related to:

- Rationale for chair signing minutes at each meeting;
- Conference management guidelines; (*section 6 College & Section handbook*) NZNO sponsorship guidelines; (*section 6 College & Section handbook*)
- Facilitating the AGM process including:
- Preparation of the chair's report
- Process for committee nomination (*section 3 College & Section handbook*)
- Accessing the BOD consent agenda template; (*section 2.14 College & Section handbook*)
- AGM via videoconference – recent development;(*section 3 College & Section handbook*)
- Documentation process within NZNO; (*section 8.11 College & Section handbook*) and
- Reporting to board of directors.

Vice-chair

- Perform the duties of the chair in his/her absence.

Initial practical activities for new chair (suggested checklist):

- ✓ Electronic signature obtained if appropriate
- ✓ Plan orientation to AGM processes if applicable
- ✓ Access to —reporting to BOD — template (*section 2.6 College & Section handbook*)

The secretary:

1) Secretarial responsibilities include:

- Keeping records as per NZNO guidelines; (*see section 2.15 College & Section handbook*)
- Establishing agreed system for signing of meeting minutes by chair;
- Giving notice of all meetings of the committee and of the College;
- Maintaining the rules and membership records;
- Determining what email correspondence the PNA wants to be included in;
- Ensuring rule and policy changes approved at the AGM are forwarded via the PNA to the board of directors for endorsement prior to printing and distribution;
- Receiving official correspondence of the College (includes inwards and outwards correspondence);
- Liaising with the NZNO administrator appointed to assist with College work; and ensuring AGM mail out planning with secretary, PNA & NZNO administrator.

2) Understands how to access NZNO policy related to:

- Chair signing minutes at each meeting
- Secretarial responsibilities for the AGM/BGM process
- AGM via videoconference
- Documentation process within NZNO
- Newsletter policy

Initial practical activities for new secretaries (suggested checklist):

- How to contact librarian/ records manager at NZNO
- Access minutes template on Committee resources page
- Request to set up —virtual officell system if desirable.
- Are there any records that need to be archived at NZNO?

2.1.5 The treasurer:

The treasurer has orientation to:

1) Treasurer responsibilities including:

- Complying with the NZNO financial requirements
- Having charge and full knowledge of all funds and securities of the College;
- Depositing all funds in the name and to the credit of the College through the centralised NZNO accounting system;
- Render to the committee, at each meeting and whenever they request it, an account of all transactions as treasurer;
- Render a statement of the financial condition of the College at all regular meetings of the general membership;
- Liaising with the NZNO management accountant (Mark Speer) re finances and financial reports;
- Preparing the annual budget assessment/request and status report for NZNO; and
- Present the financial report, statement of accounts and annual budget to the AGM
- Managing the annual levy process in conjunction with the membership coordinator

2) Understands and can access NZNO policy related to:

- Treasurers' orientation and FAQ
- Chair signing minutes at each meeting
- Conference management guidelines
- NZNO sponsorship guidelines
- Treasurer's responsibilities for the AGM/BGM process
- AGM via videoconference

Initial practical activities for new treasurers (suggested checklist):

- Follow orientation tips in Section 5.1 of the *College & Section handbook*
- How to contact NZNO management accountant
- Access conference budget template on committee resources page if applicable.
- Are there any records that need to be archived at NZNO?
- Request to attend new treasurers' orientation day if applicable

2.1.6 Other committee member roles:

Please note:

- It is vital to establish clear mutual communication protocols with the national committee. This ensures the business is occurring as per agreed plan, and any risks or problems are highlighted early for prompt management. Communication can be through attendance at specified meetings, written reports etc.
- It may be advisable to develop job descriptions – ask your PNA for advice.
- There may be other sub-committee roles other than those mentioned below

a. *Website Development & Maintenance:*

Understands:

- NZNO policy on C & S web pages and online discussion groups (*section 9 College & Section handbook*)
- How to access website change form (*section 9 College & Section handbook*)
- Who to contact for website development support or if website problems occur

b. Editor or co-ordinator of the newsletter:

Understands:

- Newsletter policy NZNO (*section 8 College & Section handbook*)
- Role in the distribution of the CYPres newsletter by email and website in conjunction with the NZNO Administrator
- Role in finding content and seeking reports for the newsletter

c. Conference organising committee:

Understands:

- General conference guidelines
- Sponsorship guidelines
- Mutual agreement with the national committee re when and what to report on conference progress
- Process for contract review within NZNO – all contracts signed by senior NZNO staff on behalf of the College
- Option for access to — “online” read only for conference bank account

e. Membership database management role:

Understands

- NZNO guidelines (*section 2.10 College & Section handbook*)
- Mutual agreement with the national committee re when and what to report on.
- Coordinates and manages member annual levy payments in conjunction with the treasurer

f. Journal management board representative role:

Understands

- Must attend all meetings of the journal management board (JMB) for the Neonatal Paediatric and Child Health Nursing (NPCHN) journal
- Reports back to the committee following JMB meetings
- Takes action on any undertakings for the JMB on behalf of CCYN

RIGHTS & RESPONSIBILITIES OF COLLEGE/SECTION MEMBERS

1. Full members shall have the right to attend AGMs, propose nominations and motions, to vote, to receive information from the College and become office bearers.
2. All members must notify NZNO membership (0800 28 38 48) of any change of name, address, place of employment and occupation.
3. Delegates or members may speak on behalf of the college/section only after consultation with the chair.
4. New members shall be supplied with an introduction package including information on how to access the rules of the College.
5. Members shall comply with the rules.
6. Participate in feedback and consultation.