

Membership Committee Charter

Introduction

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

The Membership Committee is a standing committee of NZNO.

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

This Charter is established by the Board in accordance with the NZNO Constitution and details the Membership Committee'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 Work Plan" means the annual work plan of the Committee.

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"Board" means the Board of Directors of the New Zealand Nurses Organisation.

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

"Constitution" means the NZNO Constitution registered with the Registrar of Incorporated Societies.

"Member" means a member of the Committee.

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

"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.

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

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 the 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 fulfill its scope as set out in this charter.
3. The Committee shall:
- a. form a sub-committee in partnership with Te Poari (three members from each) to allocate the Florence Nightingale scholarships
 - b. contribute ideas to the Board for further training and development of membership skills in governance and leadership, and for Regional Conventions and Annual General Conference programmes.
 - c. work with the Board on specific projects or activities as agreed between them.
 - d. work in partnership with Te Poari to achieve NZNO aims in giving effect to Te Tiriti o Waitangi.

Responsibilities

1. The Chairperson is responsible to the Board for the effective performance of the Committee including achievement of its Annual Work Plan and budget.
2. Each Member is responsible to their constituent member group.

Membership

1. The Committee shall be elected in accordance with schedule five and schedule seven of the Constitution and consist of;
 - a. 1 representative elected by each Regional Council. [11]
 - b. 2 representatives elected by the National Student Unit. [2]
 - c. 2 representative members elected by Colleges and Sections. [2]
 - d. The President and Vice President shall also be a member of the Committee but shall not chair the Committee or be entitled to vote and other than the President and Vice President no other member of the Board shall be committee members.
2. The term of office for all members shall be three years, with a right of re-election for a further consecutive three year term and may be eligible to stand again after a break of three years. The exception is the two student unit representatives. Their term shall be determined by the National Student Unit and shall not exceed three years.
3. The Committee will elect from amongst its voting members a chairperson and a vice chairperson. The chairperson and vice chairperson shall be elected for a one year term and shall be eligible for re-election so long as their term as a member of the Committee provides.
4. A Member shall cease to be a Member if that person:
 - a. states in writing that she/he wishes to resign from the Committee; or
 - b. is absent from three consecutive meetings, without the permission of the chairperson, or
 - c. is removed from office in accordance with schedule six of the Constitution; or
 - d. has come to the end of their term without being re-appointed; or
 - e. dies
5. The quorum for a meeting of the Committee shall be 50 per cent plus one additional voting member.
6. The Committee may have in attendance at meetings of the Committee other NZNO member or staff, as requested of the Chief Executive Officer by the Committee, for the purpose of accessing expert advice to assist the achievement of the Committee's functions. Any NZNO member or staff in attendance at meetings of the Committee shall not be entitled to vote and shall not be counted for the purposes of forming a quorum.

Operations

1. The Committee shall operate in accordance with NZNO Values.
2. Meetings shall be held not less than four times each financial year and shall be conducted by virtual means or face to face as recommended by the Committee and agreed by the Board in approving the Committee's Annual Work Plan.
3. The Chairperson shall communicate at least two weeks' notice of meetings to the members of the Committee, 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 shall invalidate such meeting or the proceedings at such meeting.
4. Meetings of the Committee 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 the Committee and forwarded to the Board.
5. The Committee may close its proceedings to everyone other than the Committee members and other invited NZNO members or staff to discuss specific agenda items as required to protect the privacy of individuals or to receive or consider information that may substantially impact on the ability of NZNO to operate effectively if it was made generally available.
6. The Committee shall submit an Annual Work Plan, to the Board for the next Financial Year. That plan shall be a plan of the work to be undertaken by the Committee and shall not be an operational plan of work to be undertaken by staff or utilising any other NZNO resource.
7. The Committee will provide a report from the Chairperson to each meeting of the Board on the Committee's activities and make recommendations for Board consideration through the President or Vice President.
8. The Committee shall send to the Board a report assessing its performance against its Annual Work Plan within three months of the conclusion of each financial year and provide a report to the NZNO AGM.
9. Members attending meetings of the Committee shall be entitled to reimbursement of expenses in accordance with NZNO's Reimbursement for Members Policy.
10. Members, are entitled to attend the AGM in their Membership Committee role.

Review and Amendment

1. This Charter shall be reviewed by the Committee from time to time as required and at least annually 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 the Committee.

Approved by the Board of Directors December 2014