



Membership Committee Charter

INTRODUCTION

- The Membership Committee is accountable to New Zealand Nurses Organisation (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:
 - o objectives,
 - o responsibilities,
 - o membership, and
 - o operations.

DEFINITIONS

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

“**Annual Work Plan**” means the Annual Work Plan of the Committee.

“**Board**” means the Board of Directors or BOD of the NZNO.

“**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 Membership Committee.

“**Financial Year**” means the 12 months in any one (1) year from 1 April to 31 March.

“**Region**” means the Regions of NZNO, as set out at Appendix Two (2) of the Constitution.

“**Regional Conventions**” means the Regional Conventions (RC) 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. delivering further insight into the views and needs of the diverse membership of NZNO, and provide a link to the local level,
 - b. advise the Board on membership matters and regularly provide feedback. In doing this, the Committee shall communicate Regional, College, Section and Student membership issues to the Board, and
 - c. develops networks, a variety of communication mediums, and organisational structures to facilitate engagement and discussion/s within NZNO.
3. The Committee shall:
 - a. form a sub-committee in partnership with Te Poari (three (3) 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,
 - c. provide representation on the Abstract Committee and the Remit Committee,
 - d. work with the Board on specific projects or activities, as agreed by both parties, and
 - e. work in partnership with Te Poari to achieve NZNO aims, in giving effect to Te Tiriti o Waitangi.

RESPONSIBILITIES

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

MEMBERSHIP

1. The Committee shall be elected in accordance with schedule five (5) and schedule seven (7) of the Constitution, and consists of:
 - a. One (1) representative elected by each Regional Council [11],
 - b. Two (2) representatives elected by the National Student Unit [2]
 - c. Two (2) representative members elected by Colleges and Sections. [2]
 - d. The President and Vice President shall also be members of the Committee, but shall not chair the Committee, or be entitled to vote. Other than the President and Vice President, no other member of the Board can be a committee member.
2. The term of office for all members shall be three (3) years, with a right of re-election for a further consecutive three (3) year term, and may be eligible to stand again after a break of three (3) years. The exception is the two (2) National Student Unit (NSU) representatives. Their term shall be determined by the NSU, and shall not exceed three (3) years.
3. The voting members of the Committee will elect a Chairperson and a Vice Chairperson. The Chairperson and Vice chairperson shall be elected for a two (2) year term, and shall be eligible for re-election, as long as their term as a member of the Committee allows.
4. A Committee Member shall cease to be a member if that person:
 - a. states in writing that they wish to resign from the Committee; or
 - b. is absent from three (3) consecutive meetings without the permission of the Chairperson, or
 - c. is removed from office, in accordance with Schedule six (6) 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%, plus one (1) additional voting member.
6. With the approval of the Chief Executive Officer, the Committee may invite other NZNO members or staff to a meeting for the purpose of accessing expert advice, and/ or to support the achievement of the Committee's functions. Any NZNO member or staff attending meetings shall not be entitled to vote, and shall not be counted for the purpose of forming a quorum.

OPERATIONS

1. The Committee shall operate in accordance with NZNO Values.
2. Meetings shall be held no less than four (4) times each Financial Year, and shall be conducted virtually 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 (2) weeks' notice of meetings to the Committee, and other invitees. Notice may be communicated by post, or email, and shall state the:
 1. place,
 2. day,
 3. time,
 4. mode, and
 5. subject-matter of the meeting.

No deficiency or irregularity of a meeting notice shall invalidate a meeting, or its proceedings.

4. Committee meetings shall be minuted and the minutes of each meeting shall be signed by the Chairperson or Vice-Chairperson, as a true and correct record. If confirmed at a subsequent Committee meeting, and forwarded to the Board, if requested.
5. The Chairperson will provide a report of each meeting to the Board on the Committee's activities, and make recommendations for Board consideration, through the President or Vice President.
6. The Committee may close its proceedings to everyone other than:
 - o the Committee members,
 - o other invited NZNO members, or
 - o 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.
7. The Committee 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 the Committee, and not be an operational plan of work to be undertaken by staff, or utilising any other NZNO resource.
8. The Committee shall send a report to the Board assessing its performance against its Annual Work Plan within three (3) months of the end of each Financial Year, and provide a report to the NZNO Annual General Meeting (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. The Committee 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,
 - a. as required,
 - b. at least annually, and
 - c. if, and when the Committee deems change/s, as necessary to get Board approval.
2. This Charter may be amended by a majority resolution of the Board, on recommendation from the Committee.

Endorsed by the Board on 17 June 2020

Moved:	Andrew Cunningham
Seconded:	Titihuia Pakeho
CARRIED	