

# Regional Council Handbook

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# INTRODUCTION

***Ko te Tiriti o Waitangi te tuhinga o Aotearoa. Tautoko ana ngā Neehi Whakahaere o Aotearoa me Te Runanga Neehi Māori O Aotearoa hoki, I tēnei tuhinga Motuhake, ā, ka whakanui ka whakapiki hoki tātou kia rite te tūnga o te tangata whenua mē ngā Neehi Whakahaere o Aotearoa.***

Te Tiriti o Waitangi is the founding document of Aotearoa/New Zealand.

The New Zealand Nurses Organisation and Te Runanga o Aotearoa acknowledges the great importance of this living document, and will continue to respect and promote the equal standing of Tangata Whenua and NZNO.

Congratulations and good wishes on your role as a Regional Council Delegate.

As a member of your Regional Council you will most likely have already had some involvement with NZNO as either a Te Runanga, College *and/or* Section, National Student Unit, NZNO member or workplace committee member at your place of employment. You will therefore appreciate the value we place on the activity and work that people such as yourself do for NZNO.

## PURPOSE

The purpose of this handbook is to provide a resource to support Regional Council Chairs, Regional Council members and staff supporting Regional Councils (*Administration, Organisers and Professional Nursing Advisers*).

Regional Councils are a very important part of the NZNO structure to ensure effect communication and coordination of member issues, views and voice. Regional Councils work in partnership with Te Rūnanga Regional Councils.

To assist you in your work at NZNO, delegates or representatives training and resources will be provided. This handbook, the Constitution and the delegates' handbook contain information to support you in understanding your role and responsibilities and relationships to Regional Council effectiveness on behalf of the members in your region.

NZNO employs staff throughout the country. They are available to help, get to know them if you don't already and feel free to keep in contact. An Organiser and Professional Nurse Adviser will often attend Regional Council Meetings to give a report and update to the meeting. They do not stay for the rest of the meeting unless invited to stay.

One of the key roles of Regional Councils is to facilitate the flow of information to, from and between different parts of NZNO and some of the key stakeholders in the Health Sector. To that end, Regional Council Secretaries are often sent information for dissemination (*e.g. Consultation documentation from the Ministry*) to Regional Council members. Whilst Colleges and Sections may wish to provide a "specialist focus" with a wider representation available, the Regional Council submission may adopt a "broader generalist focus". Other items of interest such as publications and campaigns will also come the way of your Regional Council. Usually these matters will be sent out to you via e-mail, especially if timing is of the essence and deadlines have to be met, or the matter needs to be studied ahead of people meeting to consider and debate the issue/s.

## REGIONAL COUNCIL HANDBOOK REVIEW PROCESS

The Regional Council Handbook will be reviewed at least once every three year or earlier as required. The next review is due in 2021.

## VISION STATEMENT

**NZNOs VISION STATEMENT IS FREED TO CARE, PROUD TO NURSE.**

## MISSION

NZNO is committed to the representation of its members and the promotion of nursing and midwifery. NZNO embraces te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/New Zealand through participation in Health and Social Policy development.

## PHILOSOPHY

1.3.1 “Me haere tahi tatou mo te hauora me te oranga o nga iwi katoa o Aotearoa” “Let us journey together for the health and wellbeing of the people of Aotearoa”  
(Rev. Leo Te Kira 15 December 2005)

1.3.2 Kaua E Takahia Te Mana O te Tangata  
“Do not trample over the mana of the people”  
(Hone Te Ahu)

## REGIONAL COUNCIL VALUES

The Board of NZNO is there to provide leadership and governance to NZNO.

The Values are consistent with those of the Board

- Whakawhirinaki/Trust: As a board we create and maintain a place of safety, welcoming diversity and respecting others views as we strive toward a common purpose
- Pono/Integrity: To be sincere, honest, open and respectful of the uniqueness of each other and our views
- Tika/Fairness: Respect individual and group rights whilst striving to achieve a collective outcome
- Waharua/Commitment: To act in good faith and complete work with due diligence. We are committed to Regional Council decisions, processes and outcomes and values to achieve “good governance”
- Whanaungatanga/Relationships: Finding the connections to enable trust, working together constructively and respectfully to achieve agreed goals.
- Kindness/Atawhai: To be kind to each other, without any specific reason. Doing good for others, having the ability to speak with love/truth, listen with patience and act with compassion.

## NZNO STRATEGIC PLAN 2015 -2020

The NZNO Strategic Plan 2015 – 2020 was approved by the 2015 Annual General Meeting



PROFESSIONAL ASSOCIATION AND REGISTERED UNION

# STRATEGIC PLAN 2015 – 2020

### OUR VISION

*Freed to care, proud to nurse*

### OUR MISSION

*NZNO is committed to the representation of members and the promotion of nursing and midwifery. NZNO embraces te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/New Zealand through participation in health and social policy development.*

*To achieve our vision and mission we will focus on:*

### IMPROVED HEALTH OUTCOMES

*by promoting excellence in patient care*

- Advance NZNO's vision for nursing: 2020 and beyond
- Engage in the debate about effective models of health care
- Contribute to the development and implementation of population health approaches which reduce health inequalities, address determinants of health and those things that impact on people's ability to live well
- Demonstrate the contribution the nursing team makes to improved health outcomes and healthy communities, hapu and iwi
- Actively campaign for safe staffing and healthy workplaces to ensure patient safety and workforce wellbeing
- Advocate on social justice, equality, equity and humanitarian issues to promote a fair society and healthy communities
- Advocate for practice standards that enhance patient care and safety

### SKILLED NURSES

*by contributing to and advocating for the development of nursing education programmes and the ongoing professional development of members*

- Participate in the design and review of education programmes that equip nurses to contribute to improved health outcomes
- Actively campaign, lobby employers and the Government to allocate sufficient funding in a consistent and transparent manner to enable and optimise ongoing professional development for all members of the nursing team.
- Build leadership capacity amongst NZNO members
- Advocate for all graduate nurses, Enrolled Nurses and Midwives to have access to a funded Entry to Specialist Practice or Nurse Entry to Practice Programme position
- Strengthen NZNO members' ability to recognise and demonstrate an understanding of Tikanga Māori

### STRONG WORKFORCE

*by strengthening nursing workforce planning, sustainability and leadership*

- Champion the public image of nursing
- Contribute to the sector's understanding of the current and future nursing workforce
- Engage in debate and campaign for effective employment practices and relationships
- Promote a proactive strategy for increasing the numbers of Māori nurses
- Promote a proactive strategy for increasing the number of Pacific nurses and improving the integration of internationally qualified nurses
- Identify the implications of our ageing workforce and campaign for the health sector to effectively manage the risks and maximise the opportunities
- Actively campaign and collectively bargain for fair pay and decent working conditions for members
- Represent members on employment matters
- Campaign for employers to implement systems for safe staffing in the workplace

### EFFECTIVE ORGANISATION

*by ensuring NZNO is a healthy and sustainable organisation*

- Understand and engage with our members
- Integrate bicultural practices and apply a bicultural lens to the way we work
- Provide a valuable and useful membership package
- Build strategic relationships nationally and internationally with nursing, union and other agencies in order to advance the professional/industrial interests of nursing
- Actively scan the environment for developments and changes that may impact on nursing
- Base our practice and actions on evidence
- Value and support staff and members by investing in their development
- Exercise fiscal prudence with member funds whilst investing in infrastructure

## RELEVANT LEGISLATION

NZNO operates within a legislative environment both as an Incorporated Society, an employer, and legislation relating more directly to Directors and governance functions of the Board, including;

- Financial legislation and generally accepted accounting standards to comply with the International Financial Reporting Standards
- Employment Legislation and standards
- Incorporated Societies Act 1908
- Copyright Act 1994
- Privacy Act 1993 and related Codes
- Health and Safety in Employment Act 1991
- Lawyers and Conveyancers Act 2006
- Electoral Act 1993
- Kiwi Saver Act 2006
- Wages Protection Act 1983
- Income Tax Act 2007
- The NZNO Constitution.
- Harmful Digital Communications Act 2015
- Health Practitioners Competence Assurance Act 2003

Regional Council must abide by the Legislation requirements of NZNO.

A legislative compliance register has been developed and is available on request. This is reviewed by the Audit and Risk Committee regularly, and by the Board every six months.

## CODE OF CONDUCT

A code of conduct is a set of principles that should guide the behaviour of Regional Council members in relation to carrying out their roles and enable the Regional Council to set a tone for members. The Code of Conduct is consistent with the Board Code of Conduct.

The table below summarises the key principles in a code of conduct.

<p>Honesty, integrity and transparency</p>	<p>Act with honest and integrity in approaching their Roles and responsibilities.</p> <p>Undertake Regional Council responsibilities in a manner that respects other Council members and the employees and members of NZNO</p> <p>Ensure that actions taken in performance of Council duties do not discredit yourself, any other Regional Council member or any employee or member of NZNO</p>
<p>Act in the best interests of NZNO</p>	<p>Diligently prepare for and attend Regional Council meetings</p> <p>Maintain a good level of competence and knowledge including remaining familiar with the NZNO activities and its operating environment</p> <p>Apply their knowledge, skill and experience with reasonable care and diligence</p> <p>Not engage in activities which could affect their judgement or objectivity as a Regional Council member nor engage in any activities that could damage the integrity and reputation of NZNO</p>



Act fairly and impartially	<p>Observe independence and objectivity in carrying out responsibilities of the Regional Council</p> <p>Avoid business connections, affiliations and personal connections that could impact negatively on involvement in Regional Council discussions and decision</p>
Use Regional Council information and position appropriately	<p>Respect the confidentiality of information received as a Regional Council member and use it only for proper purposes</p> <p>Decline gifts, benefits and positions that may compromise independence or create perceived obligations</p> <p>Accept responsibility for decisions and actions of the Regional Council even if contrary to your personal view</p>
Exercise due care and diligence	<p>Work to improve the performance and efficiency of NZNO and use its resources carefully and only for intended purposes</p> <p>Exercise due care and diligence when considering issues and making decisions by understanding the educational, financial and strategic implications</p> <p>Understand and robustly enquire into the financial and other information provided by the Regional Council</p>

**Gifts and hospitality** offered to members has serious implications for the trust placed in governance of NZNO. When a Regional Council member is offered gifts or hospitality, careful judgement is needed in the light of the objectives and functions of NZNO. The perception of influence being sought can be as important as reality.

## CONFLICTS OF INTEREST

### 1.7.1 POLICY

- a. It is a fundamental obligation of all elected officials of NZNO (*i.e. Regional Council Chair, Delegates, members of the Regional Council Management Committee*) to act in the best interests of NZNO.
- b. Conflicts of interest arise when personal interests or a duty to another person or organisation conflicts with that obligation to NZNO
- c. A conflict of interest may arise whenever an elected official:
  - Is employed by NZNO
  - Is employed by or in any way has an obligation to, or an interest in an Organisation with which NZNO transacts business\* (*e.g. an employee of DHB*)
  - Is a parent, child or partner to someone who has an obligation to or an interest in an organisation with which NZNO transacts business
  - Is a director, officer or trustee in an organisation with which NZNO transacts business (*e.g. a director of DHB*)

*\*An NZNO business transaction includes negotiating or advocating on behalf of members and the purchase or provision of services on behalf of members.*

  - Provides services to NZNO or receives any material benefit from NZNO (*e.g. a person contracted to undertake research*)

- No Regional Council shall be empowered to negotiate any kind of agreement concerning the terms and conditions of employment of any member.
- d. The existence of a conflict of interest is not in itself a reason why an elected official may not be eligible to hold office or to engage in discussion about the matter involving the conflict. The issue is whether or not the conflict is managed so that it has no material effect on the exercise of the official's obligation to NZNO.
- e. Management of conflicts of interest should take place at several points in the election and actions of elected officials.

#### **DECLARING A CONFLICT**

- a. As soon as a conflict becomes known to an NZNO office holder either as a result of changed personal circumstances or due to the nature of the business being decided they should declare the conflict and its nature to fellow office holders at the meeting. The council or committee then should decide if there is a material conflict and how it should be handled.
- b. Every such declaration should be recorded in the minutes at the time it is declared.

# NZNO ORGANISATIONAL STRUCTURE

The aim of the NZNO structure is to ensure the Organisation is democratic and to provide opportunities for members' involvement from the Annual General Meeting to Members and back to the Annual General Meeting. .

The structures of NZNO shall be;

- An Annual General Meeting, which shall be the highest decision-making authority of NZNO, subject only to the outcome of a ballot of the financial members of NZNO
- A Board of Directors which shall be accountable to the Annual General Meeting and is responsible for NZNO governance between Annual General Meetings
- Standing Committees;
  - I. Membership Committee *and*
  - II. Te Poari O Te Runanga
- Te Poari o Aotearoa NZNO is the national body and Te Rūnanga is the regional body to represent the needs, concerns and interests of Maori members, and to lead NZNO on the development of Maori processes within NZNO. Te Runanga will reflect the bicultural perspective of the New Zealand Nurses Organisation within the Partnership under the Te Tiriti o Waitangi
- Regional Council, as set out in Schedule Seven - NZNO constitution
- Workplaces and delegates as set out in Schedule Seven
- National Sections, as set out in Schedule Seven
- NZNO Colleges, as set out in Schedule Seven
- National Student Unit, as set out in Schedule Seven *and*
- Health Professionals New Zealand, as set out in Schedule Seven.

## MEMBERS

NZNO action is guided by its Vision and Mission. Policies, positions and other documents are developed to progress the vision and support members.

They are found in the NZNO Policy Manual and in Web-links to our documents: <http://www.nzno.org.nz/aboutus/nznopolicy>

Each year workplaces via Regional Councils, Te Rūnanga, Colleges and Sections, local groups discuss and can put forward remits and issues for discussion at the NZNO Annual General Meeting. Members discuss and decide how their region will vote on the remits at the Annual General Meeting. At this forum ideas and issues are debated by the delegates who attend. The resolutions they pass become policy in the following year.

This process enables all members to have a say over how their organisation operates.

NZNO prides itself on its democracy and members are involved as much as possible in decisions which affect them.

## STAFF

NZNO members and NZNO staff have complementary but separate responsibilities. Members have a responsibility to set the overall policy and direction for the Organisation, while staff are employed to assist members in the development, promotion and implementation of policy and to provide expert advice and advocacy.

To assist our members we have staff who include: Organisers, Lawyers, Educators, Professional Nursing Advisers, Researchers, Library and Records Staff, Journalists, Regional Administrators, and the National Office Staff including Administrators who support Colleges & Sections, Membership Support Centre, Membership and Finance Staff. The overall management of staff nationally is the responsibility of the Chief Executive Officer.

The Chief Executive Officer is supported by three Managers. They are the Industrial Services Manager (*ISM*), (*along with an Associate ISM, Dunedin*), the Nursing and Professional Services Manager, (*along with an Associate PSM, Hamilton*) and a Manager Corporate Services, and the team is based in the National Office in Wellington.

## DELEGATES/ REPRESENTATIVES

Te Runanga within each NZNO region are part of the Regional Council. Such representation is to be decided by Te Rūnanga and names given to the Regional Administrator in February following elections.

Members' interests in the workplace where they are employed are protected and advanced by the collective activity of members which are organised and coordinated by workplace delegates. Delegates are elected and endorsed by employed NZNO members in the work areas they represent. NZNO process is that every three years delegates need to be re-elected by members in their work area.

NZNO organisers will assist in that the election process and will assist delegates' committees in larger workplaces to function effectively.

A delegate's handbook is available for all new delegates and contains valuable information to help delegates fulfil their responsibilities in their work for NZNO.

In addition, NZNO educators will provide training for delegates, prospective delegates and activists.

Workplaces are entitled to one representative on their Regional Council for every 50 members, or part thereof. However, any member may attend Regional Council meetings, but elected and listed council members only may exercise a vote.

Each local Student Unit within each NZNO Region shall be entitled to send two representatives which shall include one Te Rūnanga Taura Representative and one Student Representative to Regional Council. Such representative shall be nominated and elected by the local Student Unit members in accordance with the Constitution of the National Student Unit as approved by the Board.

As Delegates and Nurses we are at all times to be mindful of, and comply with the NZ Nursing Council Code of Conduct. Especially in relation to social media and when conducting NZNO business.

## BOARD OF DIRECTORS – REFER TO THE NZNO CONSTITUTION

## MEMBERSHIP COMMITTEE – REFER TO THE NZNO CONSTITUTION TE

## POARI COMMITTEE – REFER TO THE NZNO CONSTITUTION

## COLLEGES AND SECTIONS

All Colleges and Sections are an integral part of NZNO and have no separate legal entity status. They are supported in their work by the Professional Nursing Advisors and other NZNO Staff.

The NZNO Constitution and policies govern the establishment, rules and processes of Colleges and National Sections.

Contact details for each National College or Section are available on the NZNO Website or from Regional Offices. There is a separate College and Section membership form available from Regional Offices.

## NATIONAL STUDENT UNIT (NSU)

Each School of Nursing is entitled to have two Student Representatives (one of whom must be Te Rūnanga Taurira) to represent the interests of student members on the National Student Unit (NSU). The National Student Unit elects one student representative and one Te Rūnanga Taurira representative.

These two Representatives will bring student perspectives of NZNO student members to Regional Councils.

## ANNUAL GENERAL MEETING

- The timetable for Annual General Meeting is set out in the NZNO Constitution.
- NZNO policy is established at the Annual General Meeting, which is the highest decision-making body. It also provides a forum where ideas and issues are shared and debated.
- Regional Councils may send Delegates to the Annual General Meeting. Each Region may send one delegate for every 250 members (*or part*), one of whom shall be Regional Chairperson or Vice Chairperson. No region can send more than 20 delegates.
- Annual General Meeting delegates representing a region must be Regional Council Members and are elected as set out in the NZNO Constitution. (*Sample nomination form attached, refer appendix 4*)
- Voting for Constitutional and Policy Remits – Refer Clause 29 NZNO Constitution  
All proposed alterations to the Constitution and policy remits will be subject to one person one vote process.
  - Each financial member will be entitled to one vote.
  - Remits with proposed alterations or amendments to the constitution and remits of proposed policy directions along with voting papers will be sent by the Remit Committee to all members at least six weeks prior to the AGM.
  - Voting will be via electronic or postal voting, conducted in accordance with clause 2 of Schedule Five.
  - The results of the votes will be announced at the AGM in the first instance.

## GUIDELINES FOR DELEGATES

The business of the AGM is a formal process as it establishes the overall strategic direction and policy of NZNO.

- It is best to study the material that will be sent to you before the Annual General Meeting. Talk to colleagues about issues. Try and get a feel for how other members think about the issue. Your Council may organise general membership meetings to present and discuss rule and policy remits.
- Because Delegates represent their region they should report back to their region after the meeting. Some regions will do this at a separate meeting, others will have a verbal or written report at their next scheduled Regional Council meeting. This information may also be available on the website <https://www.nzno.org.nz/>

# REGIONAL COUNCILS



## ROLE

There are 11 regions throughout New Zealand. Regional Councils are comprised of employed delegates from workplaces, Te Runanga, regional divisions of national Colleges and Sections and Student Units within the defined geographical area.

NZNO Constitution - Schedule Seven: NZ Nurses Organisation Structures covers Regional Councils and each member should be familiar with this Rule. In general, Regional Councils are critical for the information flow and dissemination of NZNO policy between the Board of Directors and general membership within the region. They also play an active role in the successful operation of Regional Conventions and management of any regional funds.

A regional annual plan is prepared and submitted for approval in December each year using the template provided. The budget is prepared based on the approved Annual Plan. The Annual Plan includes items such as the mechanism for management of consultation documents and submissions, regional activities such as International Nurses Day, projects and the operation of any subcommittees. The Annual Plan should align with NZNO's Strategic Plan.

## OBJECTIVES

- Provide a forum for membership to identify, examine and take action on issues of significance to the nursing profession
- Promote the professional development and interests of its membership
- Promote members interests including professional, industrial, cultural, social, economic, political and health and safety interests.

## FUNCTION AND POWERS

- Ensure that members are informed about and consulted on matters of common interest and importance
- Provide input to the Board, the Membership Committee, and the NZNO national office
- Provide opportunities for members to meet for the purpose of learning about and/or considering matters of common interest and importance
- Assist with implementation of NZNO policies and strategies within the Region
- Represent NZNO as appropriate e.g. membership of outside bodies and committees
- Assist the planning of membership activities including the successful operation of Regional Conventions
- Exercise such other powers and responsibilities as Regional Councils may be given by the Board
- Elect a Management Committee.

## REGIONAL COUNCIL MEETINGS

The Regional Council decides when and how often it wishes to meet, but usually this is bi-monthly. A **quorum** for its meetings is **10%** of elected and listed Regional Council Members. The chairperson has a deliberative as well as a casting vote. Proxy votes from elected Regional Council Members are permissible if a member cannot attend a council meeting. No person may be proxy for more than one other when voting and the Secretary must be notified prior to the meeting.

## MEMBERS OF REGIONAL COUNCILS

Regional Councils consist of the **Chairperson** and representatives from workplace group's regional divisions of National Colleges and Sections, Student Units, Te Runanga and regionally nominated and accepted Honorary Members (*refer Constitution Clause 1.3 Representation*)

- Regional Council Members shall be elected every three years. Refer Appendix 4
- The **Secretary** maintains an up to date list of Elected Regional Council members so the chair will be able to determine if there is a quorum at meetings and to enable good communication with all council members. This list should be presented at the first council meeting held each year.
- Any NZNO member can attend meetings of the Council and speak at the discretion of the chair, but only officially elected delegates to Regional Council may vote.

**Agenda Items** - The Chair and members can refer matters to the Regional Secretary to be placed on the Regional Council/Management Committee Meeting agenda. The Regional Secretary may also place items that have been forwarded from National office or other NZ Nurses Organisation bodies. Once all items have been received, at least one week before the appropriate meeting the Regional Secretary will liaise with the Chair in compiling the agenda.



## MANAGEMENT OF REGIONAL COUNCILS

Regional Councils are able to elect a Management Committee to help with the smooth operation of the council. This committee should comprise of elected members of the regional council. The council should set the number of members on the Management Committee, but ensure that it includes the Chairperson, Vice-Chairperson, Te Rūnanga Chair and other members as the Regional Council deems necessary.

The quorum for the Management Committee as set by the Constitution is fifty per cent (50%) plus one person.

Regional Council Members are expected to attend every meeting or lodge an apology for non-attendance. If a Regional Council member is not present for three consecutive meetings the Co-Chairs shall meet with the member to discuss the ability of the member to participate on the Regional Council.

The Management Committee member's term of office is two consecutive years with the right to stand for re-election for a further two years. Office holders may stand again after a break of two years.

The Management Committee should report on all its activities and make its minutes available to the regional council. The regional council must determine the role and scope of its Management Committee.

## REGIONAL CHAIRPERSON

- The chair is elected every three years and must be elected by **May 1st in the year of election**. (*Sample nomination form attached, refer Appendix 3*).
- The chair can hold office for three consecutive years with a right of re-election for a further three consecutive years and may stand again after a break of two years.

## CHAIRING A MEETING

Before the Meeting

1. Ensure you know what the meeting is for and what outcome you require
2. Ensure an agenda is prepared to ensure the meeting is focused
3. Ensure the practical arrangements for the meeting are set
4. Notify the Secretary to call for agenda items. Send a reminder a week prior to the meeting and call for apologies.

During the Meeting

1. Make sure the meeting has a quorum, i.e. the minimum number of people required by the NZNO constitution to have a meeting. The chair is responsible for ensuring meetings start on time and are conducted in an efficient orderly way. Advice and guidance on chairing meetings may be sought from staff
2. Have a list of the current Regional Council Members available to ensure voting rights are valid
3. Receive verbal or written motions from the floor
4. Outline the purpose of the meeting and the agenda
5. Encourage participation by getting a range of contributions
6. Ensure previous minutes and financial reports (*including approval of any meeting expenses such as catering, venue hire, mileage claims and any other expenditure*) are formally adopted for approval and signed by the Chair

7. A motion is a formal proposal for consideration by a meeting. The motion must be "Moved / Seconded" before it can be discussed. The "Mover" is entitled to open the discussion and has the right of reply. The "Seconder" can speak directly after the Mover or can wait until later in the discussion
8. An amendment is a proposal to change the motion slightly to make it more acceptable. It must be moved and seconded. The amendment is then discussed and voted on. If it is lost, then return to the original motion. If it is passed, discuss and vote on the substantive or changed motion
9. Voting: each member is entitled to one vote. Before a vote, the chairperson should read out the motion/amendment
10. Voting may be done by voice (*those abstaining, those in favour say 'aye', those against say 'no'*), or by a show of hands (*Chairperson and Secretary will count hands*), or by ballot. Staff can provide further resources on running meetings if needed.

Other responsibilities of the chairperson include:

- Attending NZNO's annual conference
- Representing the region at functions
- Being the "official" spokesperson and expressing the views of the region.

## REGIONAL SECRETARY

Regional Secretaries are appointed and paid by NZNO to assist regions. Most are employed directly by NZNO as Regional Administrators. In some other cases they are out-sourced contractors employed to take minutes only, in which case prior meeting preparation and action on Council resolutions, filing, etc. would be done by a Regional Administrator. They are responsible to and tasks allocated by their respective Team Leaders. Where contractors are employed, matters that require action on the part of the NZNO Regional Administrators need to be referred to the respective Team Leaders and mutually agreeable, practical timelines for any task established.

The Regional Secretary provides a wide range of assistance including:

- consulting with the chair to prepare meeting agendas and listing inward and outward correspondence
- providing attendees with copies of latest draft minutes (*for approval at the meeting*), financial updates along with any other reports
- recording minutes, transcription and circulation of the meeting minutes in a timely manner
- forwarding consultation documents to Council members and sending submissions to National Office
- answering letters in accordance with Council's directions
- processing invoices and members' reimbursements
- processing applications for education funds approved by Council (*or Management Committee as appropriate*), arranging correspondence and National Office Accounts to disburse the funds to the member/s
- assisting in preparation and disbursement of Council newsletters
- making meeting arrangements such as venue, catering and resources
- undertaking records management
- assisting in arrangements for Regional Council activities pertaining to the International Nurses Day observance

- undertaking arrangements for the Regional Council's Planning and Budget setting Day face-to-face meeting
- undertaking arrangements for venue, catering, EREL release, members' travel and accommodation (*as appropriate*) along with resources for Regional Conventions and any Study Days/Professional forums.

It is important to remember Regional Council work may not be their only work. Regional Councils should work cooperatively with the relevant Team Leader regarding the Secretary's workload.

## VICE CHAIR

There shall be one or two Vice-Chairs elected from amongst the members of the regional council at its first meeting after the elections.

The Vice-Chair can hold office for three consecutive years with a right of re-election for a further three consecutive years and may stand again after a break of two years.

## MEMBERSHIP COMMITTEE REPRESENTATIVE

- Each region is entitled to one representative on the Membership Committee The Membership Committee representative is elected **every three years** and must be elected by **August 1st** in the year of election. (Sample nomination form attached, refer Appendix 4).
- Nominations for the Membership Committee Representative shall be called for by the Regional Secretary when the current term is going to end or if the position becomes vacant from within the membership of the Regional Council, in sufficient time to allow the process to be completed by 1<sup>st</sup> August for handover of the role at the Annual General Meeting or at the earliest possible moment the position becomes vacant through resignation.
- The Membership Committee representative can hold office for a three year term with a right of re-election for a further three year term and may be eligible to stand for office again after a break of three years
- For information on the role of the membership committee refer to the Membership Committee Charter.

# REGIONAL COUNCIL FINANCES

## INTRODUCTION

The funds held and used by regions form part of NZNO's finances. Regions are not a separate financial entity. Regions' income and expenditure are included in the annual financial statements of NZNO and audited with national office accounts.

Funding of regions is the responsibility of the board of directors, who delegate the day-to-day oversight to NZNO management and the Audit and Risk Committee. As with all areas of NZNO, regions are required to submit, Annual Plans for approval yearly in December, and to provide regular reports for assessment of progress against this plan.

Regions are funded as required based on the Annual Plan submitted. Budget allocation depends on NZNO's overall financial position and the priority given to various activities. Once the Board of Directors approves the Budget, Regional Councils will be notified of the funds allocated.

## BANK ACCOUNTS

All bank accounts are held and administered by the National Office. Bank accounts must not be opened without the authority of the Board.

## DELEGATION

A Policy Section is under development as at time of updating this

document. **REGIONAL COUNCIL RESPONSIBILITY**

Regional Councils must exercise full control over the money allocated to them. In particular, Councils are responsible for;

1. Preparing and submitting Annual Plans for budget of income and expenditure by December
2. Monitoring the region's financial position, especially progress against budget, and exercising financial controls
3. Approving all accounts for payment and ensuring a record of these is kept in the minutes of council meetings. The accounts and the draft minutes authorising payment must be forwarded to the Northern / Southern Team Leader who will code and arrange payment within budget guidelines.

## EDUCATION/TRUST FUNDS

National Office does not provide education funds to regions. The only sources of income for this type of expenditure are trust monies to which regions may have access, or income from funds invested by regions which have been specifically designated by the Board of Directors for education purposes. These accounts must also be administered through the National Office.

Educations funds shall be managed fairly and transparently by appointed committees. Records, decisions and correspondence are to be recorded in the minutes by the Regional Council.

## FINANCIAL YEAR

NZNO's financial year is from 1st April to 31st March.

## BUDGETS

- Regions submit Annual Plans (*Refer Appendix 8*) to the Manager Corporate Services in accordance with instructions received and aligned to the New Zealand Nurses Organisations Strategic Plans
- Annual Plans are reviewed and budgets calculated
- The finance committee recommends the overall budget for NZNO to the Board of Directors for approval, usually in April
- A confirmed budget is then sent to each region. The normal cycle is:

Early November      Regions receive request to submit their Annual Plan & Budget

End of December Annual Plan templates received at National Office

January                Annual Plans reviewed and clarity sought if required

Early February        Management Team reviews plans and prepares draft budget

Late February        Feedback to budget holders with comments

End March            Board of Directors Audit and Risk Committee review budget, endorse and make recommendation to the Board of Directors

End April             Board of Directors approves budget

Early May             Notification of approved final budgets to regions.

## INCOME AND EXPENDITURE: DEFINITIONS OF CATEGORIES

1. **National office funding** - Covers all funds budgeted from national office for whatever purpose
2. **Income education** - Interest earned from NZNO investments approved by board of directors for education purposes only
3. **Income other** - Funds received which do not fall into either of the previous categories. Must be explained in the "Remarks" column for positive identification. Includes monies received for education purposes from sources other than NZNO investments
4. **Affiliations** - Funds spent on affiliation fees at the local level, e.g. local National Council of Women. National Office pays national affiliations such as the NZ Council of Trade Unions, the International Council of Nurses (*ICN*) and the National Council of Women
5. **Donations** - For contributions to worthwhile local causes. Requests from national organisations should be referred to National Office
6. **Education** - All grants made using income from funds set up for education and research grants and scholarships are to be recorded in this column. Will normally be offset by income in 2 and 3 above. Each payment must be separately recorded and names of beneficiaries entered in the "Remarks" column
7. **General** - Presently calculated at \$150 per 1,000 financial members at December 31. Intended to cover minor expenses not defined elsewhere, including cards etc. for sickness, bereavement and so on. The per capita figure may change from year to year
8. **Local Groups** - These funds are allocated to local workplace groups, student units, colleges and sections to cover expenses Regional Council considers reasonable and beneficial to the region, the group, or NZNO as a whole or in part. Allocations are made in response to specific requests. Regions support local groups and National Office funds the national committees of NZNO sections (*Funds made available at national level are not intended to fund local sections affiliated to a national section or NZNO College.*) This allocation is calculated at \$1.50 per financial member, excluding comprehensive nursing students. The per capita figure may change from year to year

9. **Printing** - Particularly intended to cover production of regional reports and newsletters but may include such other membership communications not covered by in-house photocopying
10. **Travel/Meeting Costs** - Covers the cost of travel, meals and accommodation for persons traveling on Regional business. Includes the cost of courses and seminars, motor vehicle reimbursement and the like.

Any reimbursements of travel costs is intended to ensure that delegates are not out of pocket for costs in excess of those usually incurred in the course of travel to and from the workplace.

The allocation does **not** include costs of delegates to annual conference or any other body/meeting funded through National Office.

## WORKPLACE FUNDING

Regions can provide funds to workplaces and regional sections to assist in the promotion of NZNO and to cover general expenses.

Requests for budgets should be made each year, along with requests for details of money spent in the last financial period and an indication on what the money will be utilised for. The current layout and requirements of an Operational and Business Plan for each Financial Year is provided in Appendix 8.

## REGIONAL CHAIR NATIONAL PLANNING DAY

Each year the Regional Council and Te Rūnanga Chairs attend a whole day session in National Office Wellington to learn of the priorities for the next financial year. These priorities have been set by the Board of Directors by discussing future plans with other NZ Nurses Organisation counter-parts and reporting back to their respective Councils. This enables them to identify any additional costs above the standard meeting allocations for specified projects. These must be signed off in the final budget by the Audit and Risk Committee Board of Directors.

# REGIONAL COUNCIL ELECTIONS

*[The following is drawn from NZNO Constitution with appropriate amendment to relate it solely to Regional Council responsibilities]*

## ***Schedule Seven:***

### **1.5 Election of Regional Chairperson, Vice Chairperson and the Membership Committee Representative**

1.5.1 Nominations for Chairperson shall be called for by the Regional Secretary every three years, from within the membership of the Regional Council, in sufficient time to allow the process to be completed by 1 May in the year of the election.

1.5.2 Each nomination shall be entered on the appropriate form (*see Appendix 3, 4, 5 and 6*) and signed by the nominator and nominee, and forwarded to the Regional Secretary by the date specified in the notice calling for nomination.

1.5.3 Voting shall be by ballot of regional council members if there is more than one candidate. In the event of only one eligible nominee being received, that person will be declared elected unopposed.

1.5.4 The voting papers shall be returned to the Regional Secretary at the address, on or before the date specified on the ballot paper (*see Appendix 7*).

1.5.7 There shall be one or two Vice Chairpersons elected from amongst the members of the Regional Council at its first meeting after the triennial elections.

1.5.8 Nominations for the Membership Committee Representative shall be called for by the Regional Secretary when the current term is going to end, or if the position becomes vacant, from within the membership of the Regional Council, in sufficient time to allow the process to be completed by 1 August for handover of role at Annual General Meeting or at the earliest possible moment the position becomes vacant through resignation.

**Timeline for Election of Regional Council Chair** (*refer Appendix 2*)

## ***Schedule Five:***

### **1.9 Casual Vacancy**

Where a position on the regional council, membership committee, becomes vacant for any reason other than expiry of term, that vacancy shall be filled in the following manner:

1.9.1 Where a vacancy occurs within the last six months of any elective period the Committee may appoint a person to fill that vacancy after consulting with their members for suggestions of suitable person.

1.9.1.1 Where the vacancy occurs more than six months from the end of any elective period, an election ballot shall be conducted in accordance with schedule five and schedule seven.

## ***Schedule Five:***

### **2. Decision by Ballot of All Members**

- 2.1 Any ballot required to be held under this Constitution shall be held in accordance with the procedure in this clause, except for an election ballot which shall be held in accordance with the previous clause.
- 2.2 When a body within NZNO decides to put any question to individual members it shall appoint a Returning Officer and a Scrutineer who shall be responsible for the conduct of the ballot.
- 2.3 Each financial member (*as at the date when ballots are dispatched to members*) shall have one vote.
- 2.4 The Returning Officer shall dispatch a ballot to each financial member at least 30 days prior to the closing date of the ballot.
- 2.5 The ballot shall clearly;
  - 2.5.1 Show the matter to be decided
  - 2.5.2 Give instructions on the manner in which the vote is to be recorded
  - 2.5.3 Show the date the ballot closes by which time all ballots must be received by the Returning Officer *and*
  - 2.5.4 Show the manner by which the ballot is to be returned to the Returning Officer.
- 2.6 As soon as practicable after the ballot closes the Returning Officer and Scrutineer shall count the votes and shall record the total votes cast for and against the proposal together with any abstentions. Any abstentions do not count. Any informal votes shall be set aside.

A proposal shall be carried if the number of votes cast for the proposal exceeds the number of votes cast against the resolution. The Returning Officer shall advise the head of the body commissioning the ballot. That person shall declare the outcome of the ballot and advise all members as soon as practicable.
- 2.7 Following the declaration of the outcome of the voting the ballots shall be destroyed.
- 2.8 Nothing in this clause precludes the conduct of the ballot using electronic or mechanical means so long as the privacy of each vote is assured.

## ***Schedule Six***

### **Removal of Officers**

- 1.1 This schedule applies to all Officers of NZNO, all Directors of the Board, Members of National or Board Committees, Officers and Members of Regionals, Officers of Colleges and Sections, Officers of the National Student Unit, and Member of Te Poari o Te Rūnanga o Aotearoa, (*"position holders"*), but not to the Chief Executive Officer.
- 1.2 Position holders may at any time be removed from office or position, in accordance with the procedure below, by reason of:
  - 1.2.1 Inability to perform the requirements of the position; *or*
  - 1.2.2 Bankruptcy; *or*



- 1.2.3 Neglect of duty; *or*
- 1.2.4 Misconduct; *or*
- 1.2.5 Misappropriation of NZNO funds or property.

For further details refer Schedule Six – NZNO Constitution:  
Removal of Officers and Other Position Holders

# REGIONAL CALENDAR

February	<ul style="list-style-type: none"> <li>• Call for nominations for Regional Council Chair, Membership Committee and Te Poari Committee representatives (<i>once every three years</i>)</li> <li>• Call for policy remits or constitution changes and subjects for discussion or other business for conference</li> <li>• Call for information on achievements to be included in Annual</li> <li>• Report Preparation for Regional Convention</li> <li>• Preparation for International Nurses Day celebration activities</li> <li>• List of nominated regional delegates presented at first meeting annually</li> <li>• NZNO Regional Staff list presented at first meeting annually</li> </ul>
March	<ul style="list-style-type: none"> <li>• Call for nominations for NZNO National Awards – Service to NZNO and Service to Nursing / Midwifery</li> <li>• Conduct voting in accordance with the Regional Conventions NZNO Constitution for Regional Council representatives, Chairperson and Membership Committee representative</li> <li>• Call for nominations for NZNO Award of Honour (<i>every second year only</i>)</li> </ul>
April	<ul style="list-style-type: none"> <li>• New financial year begins</li> <li>• Call for nominations for delegates to attend Conference</li> <li>• Regional Conventions</li> </ul>
May	<ul style="list-style-type: none"> <li>• Regional Chairperson election process completed by 1<sup>st</sup> May</li> <li>• International Nurses Day May 12<sup>th</sup></li> <li>• Regional Conventions continued</li> <li>• Annual General Meeting and Policies</li> <li>• Remits close at 5pm May 15<sup>th</sup></li> </ul>
June	<ul style="list-style-type: none"> <li>• Election of Conference Delegates and names forwarded to National Office</li> <li>• Delegate names and remits for the Annual General Meeting forwarded to National Office</li> <li>• Nominations close for Annual National Awards and Award of Honour (<i>odd years only</i>)</li> <li>• Nominations close for President and Vice-President (<i>every three years on alternate cycles</i>)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Final remits</li> <li>• Agenda for Annual General Meeting</li> <li>• Annual Report including financial statements</li> </ul>

August	<ul style="list-style-type: none"> <li>• Membership Committee Representative election process to be completed by 1 August.</li> <li>• Call for nominations for Regional Awards from sector workplaces Hui ā tau for Te Rūnanga members</li> <li>• Remits discussion with members and delegates.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Annual General Meeting</li> <li>• Colleges and Sections Days</li> </ul>
October	<ul style="list-style-type: none"> <li>• Selection of people to receive Regional Awards</li> <li>• Workplace Delegate Elections (<i>every three years</i>)</li> <li>• Regional Chairperson attends Annual Plan and Budget preparation face-to-face meeting</li> </ul>
November	<ul style="list-style-type: none"> <li>• Preparation of Annual Plan and Budget, including Regional Convention preparation</li> <li>• Nominations for Regional Council Members (<i>every three years</i>) <i>Regional Secretary manages this process</i></li> </ul>
December	<ul style="list-style-type: none"> <li>• Presentation of Regional Awards</li> <li>• Forward Annual Plan to National Office by the end of the month</li> <li>• End of year function</li> </ul>

# NZNO POLICY

Overall policy is determined by Annual General Meeting as per the Constitution. Between Annual General Meeting's, the Board of Directors' develop some essential policy. Many NZNO policies are contained in NZNO's policy book. This can be found on the NZNO website.

## WHAT IS THE EFFECT OF NZNO POLICY?

Firstly, all members affected by the decisions of the Annual General Meeting are bound by those decisions. Secondly, and more importantly, NZNO policy assists in making clear to staff and members the objectives we are all working toward. Furthermore, it conveys to others — the public, the Ministry of Health, Nursing Council, Government — what NZNO thinks on any issue.

**Regional Councils** can initiate policy or review policy in a number of ways:

1. They may request the Board of Director's representative to raise an issue formally at the Board of Directors if the matter is urgent
2. The Regional Council can propose a remit to the Annual General Meeting on any matter it likes.
3. **Remits**
  - (i) NZNO Constitution sets out a timetable for organising the Annual General Meeting. At least six months before Annual General Meeting, the Chief Executive Officer will call for any policy or constitution remits
  - (ii) Then, at least three months before the Annual General Meeting, any remits must be received by the Chief Executive Officer
  - (iii) At least two months before the Annual General Meeting, the Chief Executive Officer will send all remits to all Regional Councils (*and other groups*)
  - (iv) Regions should then ensure their members discuss any remits and other Annual General Meeting material with as many members as possible
  - (v) Remits can be put forward at any time, but by following the above process, regions will ensure any remits they want to put forward will be placed on the agenda at the next Annual General Meeting.

## GUIDELINES FOR REMITS

- Remits for the Annual General Meeting should be accompanied by a business case which will convey the intent of the remit and ensure there is an informed decision on the remit.
- Remits should be issues of national or professional importance related to NZNO's strategic aims and cannot direct any matters pertaining to a collective agreement.
- An existing policy may need review
- Members should check there isn't already a policy which is the same or similar as their remit. If it is already an NZNO policy, a remit will be returned to the submitter with a request to withdraw the remit.

# COMMUNICATION

## NZNO WEB ADDRESS

<https://www.nzno.org.nz>

## NEWSLETTERS

A national delegate database allows us to communicate quickly with key delegates/ activists.

If a Regional Council wants to contact all its members, an efficient way is to produce a newsletter and have it put on the website or inserted in *KaiTiaki: Nursing New Zealand*. There is a substantial cost associated with this.

## KAI TIAKI: NURSING NEW ZEALAND

The magazine is published monthly (*except in January*) and is included in the membership fees of all financial members. Students' fees do not include KaiTiaki, but they can pay to receive KaiTiaki at a cost or source a copy from their local National Student Unit Delegate or their onsite Library. The Co-Editor's will receive articles but retain the right to accept or reject them for publication and to edit material.

NZNO Facebook page - go to [www.nzno.org.nz](http://www.nzno.org.nz), click on Facebook link at bottom of

screen **LIBRARY**

Access to NZNO's library is a benefit of NZNO membership. The library often has material not widely held by other libraries such as publications from the International Council of Nurses and journals of other professional nursing organisations.

The library aims to meet members' information needs concerning professional and industrial aspects of nursing. If you would like further information, have a reference enquiry, or want to borrow a book, please contact the librarian via [library@nzno.org.nz](mailto:library@nzno.org.nz)

A weekly library newsletter is distributed. To join, please contact [library@nzno.org.nz](mailto:library@nzno.org.nz)

Reference lists on key topics are available on our Website - [www.nzno.org.nz](http://www.nzno.org.nz)

## PUBLICATIONS

NZNO has a range of publications available to any member. A list of all publications is available on our website and from national office. There may be a charge for some publications.

## E-NEWSLETTERS

A bi-monthly e-newsletter is produced. It provides snippets about recent NZNO activity.

# EDUCATION FUNDS

## NZNO FUNDS

All transactions related to the investment or distribution of income must be recorded in the region's cashbook by the Finance Department of NZ Nurses Organisation's National Office Wellington.

## ALLOCATING MONEY

Liability for monies used or distributed imprudently may fall on individual committee members and possibly NZNO. If in doubt, contact your Regional Office immediately.

If you choose to act as a trustee, you are required to act prudently in administering the trust.

## ADVERTISING

Advertising may be in the Regional Newsletter or by notices in workplaces, to delegate committees and to regional sections.

## WHEN THE PROCESS HAS BEEN COMPLETED

All applicants (*successful and unsuccessful*) should receive written notification, preferably at the same time.

## SCHOLARSHIPS AND GRANTS

Current information on National Scholarships and education funds administered by the New Zealand Nurses Organisation is available by contacting NZNO in your Region.

Criteria available by contacting your local NZNO regional office

## NURSING EDUCATION AND RESEARCH FOUNDATION (NERF) This

foundation was set up by NZNA and is administered by NZNO.

Further details on all scholarships are available from national office. Pamphlets on scholarships are available to members.

Information can be downloaded from the NZNO website.

## FLORENCE NIGHTINGALE MEMORIAL FUND

Further details can be found on NZNO home page or by contacting National Office.

# AWARDS

The Annual General Meeting Organiser sends out Award Nomination Forms and criteria to Regional Secretaries and the Regional Council Chairperson prior to the Annual General Meeting.

There are several ways in which members can be acknowledged for their service. **NZNO NATIONAL AWARDS**

The NZNO Awards are an opportunity to formally recognise NZNO members who have made a significant contribution to nursing or midwifery that extends beyond their own service and the expectations of their position, and/or their significant contribution to NZNO through their work as a delegate and/or as part of NZNO Regional Council or NZNO National Sections and Colleges.

Regional Councils, National Sections and Colleges and Te Runanga o Aotearoa, are the only NZNO groups able to nominate members for the NZNO Awards. Nominations for NZNO Awards must be approved at a meeting of the nominating group. Only nominations received by the closing date will be considered.

## NZNO AWARDS

The NZNO awards are Service to Nursing / Midwifery, Service to NZNO, NZNO Award of Honour and Akenehi Hei Taonga. These awards are presented at the NZNO Annual General Meeting. The Service to Nursing/Midwifery and the Service to NZNO awards are presented each year. The NZNO Award of Honour is awarded every two years on alternate years to the Akenehi Hei Taonga.

### SERVICE TO NURSING/MIDWIFERY AWARD

NZNO members who have made a difference to nursing or midwifery in the region or whose actions have improved the occupational health, welfare or practice and environment of nurses or midwives in New Zealand, may be nominated for the NZNO Service to Nursing/Midwifery award.

### SERVICE TO NZNO

NZNO members who have contributed in any area of NZNO activities at a regional or national level may be nominated for the Service to NZNO Award.

### NZNO AWARD OF HONOUR

The Award of Honour is the most prestigious award conferred by NZNO and is presented every two years. This award is bestowed on a member who has made a noteworthy contribution to NZNO professionally and/or industrially from local to national level, has made a substantial and innovative contribution to health care in New Zealand and has participated in activities at a national or international level which increases the status and public recognition of the nursing profession in New Zealand.

### AKENEHI HEI TAONGA

Memorial Award for significant contribution to Māori Health awarded by Te Rūnanga o Aotearoa, New Zealand Nurses Organisation (*Te Rūnanga*).

## **NOMINATION PROCESS**

Nominations are made without the knowledge of the nominee therefore whoever completes the nomination must be able to provide a biographical synopsis of the nominee. This should include a background of their work and life experience. The nominator must also provide a description of the nominee's contribution to nursing/midwifery or NZNO based on the criteria for the award. It is this description of their contribution that is critical for the nomination to be successful.

## **NZNO AWARDS COMMITTEE**

The NZNO Awards Committee consists of four members of the Board of Directors including a member from Te Poari Te Rūnanga o Aotearoa. Term of office is two years with right of renewal for two years.

When the awards nominations are received the Board of Directors Awards Committee meets to discuss all nominations. Decisions made by the committee are based on the specific criteria for the award. Therefore, when nominating for these awards it is important that the criteria for each award, is taken into account and the nomination is written to reflect how the nominee meets the criteria. The Awards Committee makes decisions based on whether the nomination meets the criteria or not.

## **PRESENTATION OF AWARDS**

The Awards are presented at the NZNO Annual General Meeting, usually at the end of the first day following the AGM/Conference.

Each award recipient receives a certificate. The Award of Honour recipient will also receive a trophy which will be returned in two years for the next potential recipient.

## **NZNO REGIONAL AWARDS**

These are similar to the national awards but are conferred by the regional council and recognise work in the local area.

Nominations are called for by the Regional Secretary and recipients are agreed on by the Management Committee.

These awards are presented by Regional Councils at a time they deem appropriate, either at Regional Convention or the end of year function.



# AFFILIATIONS

## INTERNATIONAL COUNCIL OF NURSES (ICN)

NZNO is affiliated to ICN, a federation of national nurses' associations.

ICN provides regular meetings for the exchange of ideas and development of nursing, policy statements and publications of issues relevant to nurses and health. It gives NZNO access to international information.

ICN has a relationship with the World Health Organisation (*WHO*), the International Labour Organisation (*ILO*) and UNICEF.

## NZ COUNCIL OF TRADE UNIONS (NZCTU)

NZNO is affiliated to the NZCTU, which represents around 320,000 workers in New Zealand and has an effective relationship with government concerning industrial relations issues.

The NZCTU regions correspond closely with NZNO regions and NZNO is entitled to representation regionally, based on the number of NZNO members. NZNO is entitled, as of right, to a representative on each NZCTU regional executive.

## GLOBAL NURSES UNITED (GNU)

Global Nurses United (*GNU*) is dedicated to work collectively to protect patients, professions, all labour and all union rights, communities, work and health. GNU is dedicated to international solidarity.

## SOUTH PACIFIC NURSES FORUM (SPNF)

NZNO is an affiliate of the South Pacific Nurses Forum (*SPNF*) and contributes to policy development and raising issues specific to this region. In addition, NZNO is able to access other indigenous nursing groups, network with other nursing groups throughout the Pacific region and share experience and advice.

## NATIONAL COUNCIL OF WOMEN (NCW)

Some Regional Councils have representatives who attend local branch meetings of the NCW. The NCW is an active organisation, experienced in lobbying and working for change for women. It has achieved respect over many years and is regarded as an influential group. Check with your local branch regarding affiliation cost and entitlement to representation.

## MAORI WOMEN'S WELFARE LEAGUE

The NZNO Board of Directors and Te Poari have a formal affiliation with this Organisation and arrange representation.

## OTHER ORGANISATIONS

NZNO maintains close links with other nursing groups, unions and health organisations.

## POLYTECHNICS

Some regions are represented on polytechnic nursing advisory committees and polytechnic councils.

## **ROLE OF NZNO REPRESENTATIVES**

NZNO representatives on outside organisations are there because they are NZNO members. They are representing NZNO. They have an obligation to ensure they are knowledgeable about NZNO policy and views and are expected to report back to members.

# APPENDICIES

## APPENDIX 1 STAFF IN YOUR REGION TEMPLATE

### STAFF IN YOUR REGION

POSTION	NAME
SECRETARY	
PNA	
PNA	
PNA	
LEAD ORGANISER	
ORGANISER	
ORGANISER	
ORGANISER ORGANISER	

## APPENDIX 2 TIMELINE FOR ELECTION OF REGIONAL COUNCIL CHAIRPERSON

### TIMELINE FOR ELECTION OF REGIONAL COUNCIL CHAIRPERSON

DATE	TASK
4 March	Nominations for Chairperson shall be called from within the membership of the Regional Council
26 March	Nominations close at 12 noon
27 March	Check each nomination has been entered on the appropriate form and signed by the nominator and nominee and forwarded to the Regional Secretary by the closing date
28 March	Where there is more than one candidate, voting shall be by ballot of the Regional Council members. If this is the case, email out the ballots on this day. <i>Refer appendix 7 for Official Ballot Paper</i>
18 April	Ballots to be to the Regional Secretary by 12 noon
2 May	Elected Chairperson to be announced at the Regional Council Meeting
3 May	Send the new Chairperson's details to: <ul style="list-style-type: none"><li><input type="checkbox"/> PA to the CEO</li><li><input type="checkbox"/> Co-Editors, KaiTiaki</li><li><input type="checkbox"/> Communications and Media Advisor</li><li><input type="checkbox"/> Regional Council Members</li><li><input type="checkbox"/> All delegates</li></ul>

Refer Schedule 7; Clause 1.5 – NZNO Constitution - for process for the Election of other Regional Council Officers.

**APPENDIX 3 NOMINATION FORM FOR REGIONAL COUNCIL CHAIRPERSON**



**NOMINATION FORM FOR REGIONAL COUNCIL CHAIRPERSON**

**(Please use block letters) (Send to local NZ Nurses Organisation Office)**

**SECTION A (to be completed by appropriate nominating body or individual) Wishes to nominate.**

(Surname)

(Given name/s)

.....

For the position of \_\_\_\_\_ Chairperson.

Statement in support of nomination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: ( \_\_\_\_\_ )

(Representative of appropriate nominating body or individual)

Print Name:

**SECTION B (to be completed by nominee)**

I accept nomination for the position of **NZNO** \_\_\_\_\_ **Regional Council Chairperson.**

My full name is: \_\_\_\_\_

Current Address: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Business:

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

APPENDIX 4 NOMINATION FORM FOR NZNO REGIONAL COUNCIL MEMBERS



**NOMINATION FORM FOR NZNO  
REGIONAL COUNCIL MEMBERS**

**SECTION A (to be completed by nominator)**

I \_\_\_\_\_ wish to nominate  
\_\_\_\_\_ for the position of Delegate  
To the NZNO \_\_\_\_\_ Regional Council.

Signed (by nominator) \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B (to be completed by nominee)**

I am a financial member of the NZNO and willing to accept the position.

Signed: \_\_\_\_\_ Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home phone: \_\_\_\_\_

Representing: \_\_\_\_\_ Workplace, Section, Student Unit, Runanga

Please forward completed form to your Local NZNO Office

APPENDIX 5 NOMINATION FORM FOR REGIONAL COUNCIL MEMBERS TO ATTEND THE ANNUAL GENERAL MEETING AND CONFERENCE



NOMINATION FORM FOR REGIONAL COUNCIL MEMBERS TO ATTEND THE ANNUAL GENERAL MEETING AND CONFERENCE

NEW ZEALAND NURSES ORGANISATION ( \_\_\_\_\_ REGION)

(PLEASE USE BLOCK LETTERS)

**SECTION A (to be completed by nominator)**

I wish to nominate \_\_\_\_\_ to represent the \_\_\_\_\_ Region at the NZNO AGM in

Signed (by nominator): \_\_\_\_\_

Date:

**SECTION B (to be completed by nominee)**

I am a current \_\_\_\_\_ Regional Council delegate and a financial member of the New Zealand Nurses Organisation, and agree to the nomination.

Signed: \_\_\_\_\_ Position held:

Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_ Email:

Please send this form to your Local NZNO Office

APPENDIX 6 NOMINATION FORM FOR ELECTION OF NZNO MEMBERSHIP COMMITTEE  
MEMBER



**Nomination Form for Election of NZNO  
Membership Committee Member**

We nominate \_\_\_\_\_

Full name

Membership number

For the position of MEMBERSHIP COMMITTEE (Representative of \_\_\_\_\_ )

Proposer's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Secunder's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Membership Number: \_\_\_\_\_

<b>To be completed by nominee:</b> I consent to the above nomination			
Signed:		Date:	
Statement in support of your nomination (100 words max):			

**Forward nomination paper to:**  
Returning Officer, C/- Regional Council Secretary for your  
region. Local NZNO Office





## Official Ballot Paper

### Election of Regional Council Chairperson

Name of Voter: \_\_\_\_\_

Membership Number:

Current Workplace:

#### Nominee's Names

Please TICK the box of the person you are voting for:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

**PLEASE  
NOTE:**

**Please forward completed ballot form to arrive at NZNO office by *(date and time)***

1

Ballot forms can be returned using the freepost on the reverse of this ballot form,  
**OR** Email to the Regional Secretary.

2. Whichever method you choose to send your vote in, you must send it only once.



NZNO Regional Council  
Business and Operational Plan

***Insert the name of the  
Region***

**2018 / 2021**

**SAMPLE**

Name of person completing annual  
plan: Telephone:  
Email:

## Overview

The *(Insert name of the region)* Regional Council currently includes the following;

<b>Council management team member names</b>	<b>Home locatio</b>	<b>Committee Role</b>
<b>Number of other RC members identified</b>		
<b>Number of RC members on average attending each RC meeting</b>		
<b>Number of RC members on average travelling from out of town to meeting</b>		

**SAMPLE**

*(Insert name of the region)* Regional Council/Committee achievements for 2017 are:

- ◆
- ◆
- ◆



## 2019-2020 Financial Year - Objectives

Key objectives, action plan and anticipated outcomes for the next financial year.

2019-2020 Financial Year – Objectives			
Objective s For (Year)	Regional Council Actions	Timeline	Costs*  (with supporting documents/ quotes attached)
Improved Health Outcomes			
Skilled Nurses			
Strong Workforce			
Effective Organisation	<b>S A M P L E</b>		

### Meetings and Activities

Meetings and Activities				
Date	Meeting type (T=Teleconference; F= face-to-face)	Purpose of meeting (RC, Mgt Team, IND etc.)	Location	Duration (i.e. 1 day, 1 hour)

## 2020-2021 Financial Year - Objectives

Key objectives, action plan and anticipated outcomes for the next financial year.

2020-2021 Financial Year – Objectives			
Objectives For (year)	Regional Council Actions	Timeline	Costs* (with supporting documents/ quotes attached)
Improved Health Outcomes			
Skilled Nurses			
Strong Workforce			
Effective Organisation			



## Meetings and Activities

Meetings and Activities				
Date	Meeting type (T=Teleconference ; F= face-to-face)	Purpose of meeting (RC, Mgt Team, IND etc.)	Location	Duration (i.e. 1 day, 1 hour)

## Financial Assumption

Please provide all financial assumptions if you are to do any activity that has cost. This must be returned with your Regional Council/ Committee Business and Operational Plan.

If you need any assistance with completing either template please contact the NZNO national office.

