

New Zealand Sterile Services Association

Minutes of Annual General Meeting- 2015

Date: Friday 18th September

Time: 08-00- 0900

Venue: Rangimarie, Te Huinga Centre, Te Papa, Wellington

1. **Apologies:** Ruth Dick, Cathy, Jo Dowe
2. **Minutes** from last Annual General Meeting - September 2014 – circulated. The motion was put to those present that they be accepted.

Moved by: Shelagh Thomas

Seconded: Dianne Noble

3. Matters arising from minutes of last meeting

No matters arising from previous meeting.

4. Audited financial statement for 2013 - 2014

As the same as last year where we hold our conference so close to the end of the financial year , we are only able present a balance sheet at the AGM and then once they had been audited they went up on the NZSSA web page. Alison asked if there were any quires for this. No questions were raised. The motion was put forward for the audited financial statement 2013-2014 be passed.

Audited report accepted:

Moved: Alison Stewart

Seconded: Llani Conway

5. Correspondence Sent and received -2014/2015

On Martin Bird's behalf Alison read out Martin's list of correspondence over the last 12 month. The motion was put forward to accept the correspondence report.

Report accepted:

Moved: Alison Stewart

Seconded: June Isted

6. Present report 2015 circulated

Shelagh asked if everyone had read the report or would they like her to read it out ? Most of it was what she had spoken about in her opening speech. Shelagh gave a synopsis of her report. It was moved for the report to be accepted.

Report accepted -

Moved: Shelagh Thomas

Seconded: June Isted

7. Secretary report:- 2014/2015

On behalf of Martin Bird Shelagh read out the report that Martin had supplied. It was moved that the report be accepted.

Report accepted:

Moved: Shelagh Thomas

Seconded: June Isted

8. Treasurers report - 2014/2015

Report previously circulated and attendees asked if they had any questions.

Alison highlighted the major points of the report. Membership, Insurance, term deposits and our finance holdings. The association decided to purchase the standards referenced in AS/NZS 4187:2014 and hold in the library and that only members will be able to access them.

Changing our financial year so that when it comes to conference we can supply auditor's financial statement rather than a balance sheet. A remit is being presented to make this change.

Report accepted:

Moved: Alison Stewart

Seconded: June Isted

9. Nomination of auditor our

As part of operating as an incorporated society and registered charity the financial records of the Association need to be audited each year. McIntyre Dick & Partners have been the auditors in past years and there is a good relationship. The motion is put forward for McIntyre Dick & Partners to act as our auditors for 2014-2015 financial year.

Moved: Alison Stewart

Seconded: Aileen Derby

10. Announcement of the new executive 2016/2019

The new executive committee for the three year term of 2016/2019 are as followed:

Present: Shelagh Thomas

Vice President : Christopher Mumford

Secretary : Jenny Carston

Treasurer : Alison Stewart

Executive members

John Barnacott

June Isted

Kerry Nicholls

Sue Woods

Nicky Quest

Martin Bird

Ruth Dick

New NZSSA Executive to be accepted:

Moved: Shelagh Thomas

Seconded: Rachel Smith

10. Remit: Change of financial year.

Change of financial year Alison has put forward that we change when our auditing is down which will be at the end of the 31st of March so we will have it for the next conference, she also mention that next year we would have two, one from this year and also for 2014/2015 to be ratified and then a short one which would bring us up to line for the 2015/2016 financial year. So when Alison post them up first in December and then another at the end of March. Alison asked any question?

Alien Derby asked with the changes how does it effect the membership payments say if you pay now would you have to pay again in March. This would not happen as the way Alison does it now you can pay anytime thought the year and the year starts from when you pay e.g. September to September.

I Alison Stewart put forward that Remit to change the current end of the financial year for the Association be changed from the August 31st to March 31st effective immediately

Show of hands: (what was the result of the show of hands) For: all who were present, Against: none

Remit: Passed

11. Remit: Role Descriptions for Executive

Shelagh but forward that by drawing up job descriptions that everyone on executive would then know what was expected of them. We would put this as a appendix of rules in the Constitution & rules. Shelagh asked if there were any questions regarding this?

Amendments to the remit:

add confidentiality clause to all roles

Remove minutes secretary from secretary role

Chair AGM & other meetings

I Shelagh Thomas put forward that Remit to add job roles descriptions for Executive Members an appendix to the Constitution & Rules with the added amendment be accepted.

Show of hands: For: all who were present, Against: none

Remit: Passed

12: Remit: Delete section 13 of the Constitution pertaining to chapters

Amend section 14 deleting mention of chapters

Kerry brought up that there has been a shortage of nominations from the South Island for the NZSSA the executive membership deleting chapters would allow the most suitable person to represent them regardless of their geographical location. She asked that Section 14.1 of the Constitution refers to 'The affairs of the Association shall be administered by 12 members : A president , a Secretary and 10 members from the 2 Chapters.' IF section 13 deleted Section 14 requires amending.

Concerns were raised in doing its that the South Island would be forgotten if did not get enough member from down there. It was surgesed that so that not to happen that amendment was added to say

Clause 14 will be amended to remove reference to chapters but to include the following statement

“Executive shall be assigned an area to represent to ensure all (of) New Zealand receives equal representation.”

I Kerry Nicholls put forward that Remit: Delete section 13 of the constituents pertaining to Chapters and amend section 14 deleting mention of Chapters in the Constitution

Show of hands: For All that was present: Against: None

Remit: Passed

13: General business:

Shelagh brought up that she would be mentioning at the end of the conference that executive has decided because of the WFHSS conference is being held in Brisbane Australia next year that we will be sponsoring 10 members and two excutive members to it. We will be bring together the criteria that members have to apply for it, this will be in the new year. The grant will include airfare, accommodation, conference registration.

Aileen asked how we were getting on with the criteria for registration. Shelagh felt that we would have something in place by the middle of next year and she can see us in line with the anaesthetic techs and the nurses. Shelagh would like to see a professional portfolio done for registration as this looks more professional and would be similar to what the nurses and anaesthetic techs have to do.

We will be still having a conference next year even though we have the big one in Australia. This will be in Auckland and on at the same time September we as of yet do not have a venue.

Asked about the diploma course. Alison informed us yes as she has Shelagh and Aileen helping her work on the course. She has had approval from NZQA which is a New Zealand qualification to

develop three qualifications to go forward. These are almost ready for submission to NZQA for final approval.

The three qualifications being put forward are:

Level 3 which is theory only and 40 credits. We acknowledged there is a need in the industry environment for sale rep etc. We are getting too busy to be able to train them. School leavers which we have never been able to tap into now we will be able to do this. Also engineers etc .

Level 4 will be the technician qualification is worth 60 credits.

There will not be a requirement that if you have already done the level three that you will be expected to do the level four. The current level 3 qualification is still valid.

Level 5 will move to a diploma. By the end of January – we should know where we are. Transition arrangements will be available for technicians that hold the Level 5 Certificate and wish to do the Diploma.

Meeting closed: 8.53am

NZSSA President Report 2015

It is once again that time of year when I have to reflect upon the past year for the Executive and the Association and ask myself have we achieved something of significance that we can be proud of.

I will start with myself. As your president I can say that I have had an exceptionally busy and difficult year. As a CSSD manager my role was expanded to encompass two DHB's. This meant that Wairarapa DHB also came under my management. One of the first tasks there was to fit in two new compliant washer decontaminators. What a difference that made to the staff there. In addition to my 2DHB CSSD manager role I was also seconded to the theatre manager role at Wairarapa DHB until the end of this year when hopefully they can finally employ a new theatre manager. For me it will mean less time travelling to and from over the Rimutaka Hill each week. So for me my professional work load has been busy.

However that has not meant that I have neglected my role as President of the Association. Earlier this year I spent time representing the NZSSA on a NZ Dental Council Committee. The role there was to assist with the redevelopment of their code of standards and practice, and to advise on the standards which they would need to comply with particularly around washers and autoclaves. It was an interesting process and dentists are an interesting group.

I have also been in regular contact with representatives from the PSA who have been negotiating on your behalf during the bargaining rounds of the MECA. My role is simply to supply information around qualifications and registration. One of the stumbling blocks for us as a profession in gaining higher recognition is the lack of advanced qualifications e.g. diploma. I have also recently discovered that the lack of the Diploma is also one reason that Immigration NZ does not give higher priority to sterilising technicians seeking residency.

I have spent time this year working with and developing a relationship with Pharmac. It was my opinion that if an organisation such as Pharmac were going to be tendering for the very consumables that were pivotal to our operations then we the NZSSA had to be involved as the experts on the products as well as the end users. So that is what has occurred. Myself and three other members of the association have in conjunction with Pharmac set the criteria upon which the products will be evaluated. We will shortly be assessing the products themselves to ensure that you have access and choice to the best there is on the New Zealand market. NZSSA is only concerned with the product and Pharmac negotiates the price.

The executive team have also been busy. An ongoing area of concern for us has been the Constitution and Rules, and team members understanding of the roles and the commitment required for the executive. Therefore we have looked at what other similar organisations have and we have come up with a set of position guidelines for our executive team. This will

hopefully give clear expectations of the roles going into the new executive year. We are tabling these at the AGM and hope that you the membership will agree. We can then have them added as an appendix to the Constitution and Rules.

The item with the biggest impact for us all of course has been the introduction of the updated standard AS/NZS4187:2014. I hope that you all now have copies of this in your department as it is your guiding document and refers you to all the other documents that will affect your practice. Your association Library will have an electronic copy of the standard as well as copies of the referred ISO Standards. These will be regularly updated and shall be available to members of the NZSSA. Details will be on the website when this service is available. As a method of getting you all to grips with the implications of the standard an audit tool is being developed on behalf of the NZSSA by Aileen Derby. The NZSSA are very grateful to Aileen for all her hard work on this. We will keep you notified of progress and how it can be utilised and by whom.

Talking of website, the NZSSA has a new improved website. This is more user friendly and can be managed by the executive. Jenny Carston is doing a fantastic job of getting it up and running. More and more will be added to it as we progress.

Supplyline is going well and this has all been thanks to the hard work and effort of Theresa Luke. Sadly Theresa is leaving the executive at the AGM so will be passing on the reins. The incumbent will have big shoes to fill.

I have had the pleasure this year of assessing many applications for registration. While they all meet the current criteria, I am impressed by the number of applicants whose portfolios have gone the extra distance. The executive have been reviewing the criteria for registration and this is likely to change in the coming months. It will not be a drastic change however the criteria will sit alongside that of other professional groups. The changes will be advertised on the website with a starting date for change.

I would like to take this opportunity to thank Nicki Quested and Christopher Mumford for all the time and effort that they have spent organising the speakers and programme for the conference. Well done.

Thank you to Kerry Nichols, who has spent many an hour arranging venues, menus and entertainment. You're a star.

Thanks to Alison Stewart for holding the budget together and ensuring that we do not overspend, and for being our education guru.

To Sue Woods the fountain of knowledge who manages our library. Thank you we could not do it without you.

To Jenny Carston who has had to learn all about website hosting and management, thank you, you are doing a fantastic job.



Thank you Martin Bird for being our secretary and being so passionate about the Association.

Sadly there have been and will be some resignations from the executive.

Ellen Komene and Sue Evans retired early in the year due to family and work commitments. We appreciated your input to the team. As I have previously mentioned we will be losing Theresa Luke who has been a stalwart of the executive and has kept us all on the correct path with her knowledge of the constitution and rules. If you needed to know something you could just ask Theresa. We will miss you and hope you may be able to rejoin us in the future. We also bid farewell to Mark Casey. Mark has taken up a new role at Waikato DHB. Mark's new role means he will not be directly working in CSSD but will still be having regular contact with the CSSD team there in a senior management role. Mark is a scholar and a gentleman and he will be missed.

Finally my thanks go to the membership. It is not easy out there for us. Times are tough whether you work for a DHB or private organisation. We must stay strong and true to the values of what it is to be a Sterile Services Technician. Keep up the hard work and remember the words of Sharon Green-Golden " without the Sterile technicians , a surgeon is just a man standing in a theatre wearing a gown, a mask and a pair of sterile gloves"

We are all important cogs in the wheel,

Shelagh Thomas

NZSSA President

NZSSA Secretary's Report 2015

The correspondence for 2015 has been steady with the voting on of a new executive from the 2016 - 2019 term and some correspondence of members eligibility on the executive. This is my last executive meeting as secretary and I will be replaced with Jenny Carston for the 2016-2019 terms. It will also be Theresa Luke's last meeting on the Executive. Theresa has made lots of contributions during her term as editor of Supply line many thanks to Theresa. Mark Casey will also be leaving the executive. I wish them both well for the future.

Martin Bird

Secretary NZSSA

Treasurer Report for September Executive Meeting and NZSSA AGM

Account Balances as at 31 August 2015:

General Account	\$ 20,948
Conference Account	\$ 33,592
Term Deposits	\$ 117,913
Holding Account	\$ 48,751

The balance sheet calculated at 31 August 2015 is supplied with this report. Due to the timing of the NZSSA Conference and AGM audited accounts for 2013-2014 will be presented for ratification at the AGM. The audited accounts for this period were presented to the Executive at the February 2015 meeting and they were accepted at that time.

As there are no audited accounts available for this meeting or the AGM a balance sheet showing 2014 and 2015 figures permitting comparison of the Associations financial standing at the end of each financial period.

Invoices to be paid:

All invoices are up to date and have been validated by the President.

Membership:

Paid up current membership stands at: 551

Life	12
Member	359 (includes members that have not renewed their registration)
Registered	189

The membership is relatively stable and those members that have not renewed are sent reminders twice before being removed from the register.

Insurance for the Association:

Insurance for the Association has been taken out in line with good business practice. This insurance is to protect the Executive as it carries out its work for the members, the website and Association funds. The insurance has been established through AON brokers and is underwritten by QBE.

Standards Library:

As proposed at the 2014 AGM with AS/NZS 4187:2014 coming into print the Association has purchased electronic copies of the standards referenced in AS/NZS 4187:2014. These standards are protected by copyright and so cannot be provided to members. However the files are held by the

NZSSA librarian who is able to respond to questions. This access does not prevent individual facilities purchasing their own copies but does provide a level of access that has not previously been available.

Remit

A remit has been presented for discussion at the AGM to change the current financial year from 1 September - 31 August to 1 April – 31 March. This would mean that appropriately audited financial statements would be able to be presented at the AGM per the constitution and rules.

Prepared by Alison Stewart, NZSSA Treasurer

REMIT FOR NEW ZEALAND STERILE SERVICES ASSOCIATION ANNUAL GENERAL MEETING

REMIT	
<p>Proposed by: Alison Stewart NZSSA Treasurer</p>	<p>Seconded by: Kerry Nicholls NZSSA Executive Member</p>
<p>Remit: Change the NZSSA end of financial year to 31 March</p>	
<p>Explanation & statement of case:</p> <p>The current end of financial year for the Association is the 31st August. In the constitution and rules, section 8, clause 8.2 states that “The audited financial statement must be submitted to members at the AGM. This statement must then be sent to the Registrar of Incorporated Societies”.</p> <p>This worked well when the AGM, which is held as part of the NZSSA annual conference, occurred in November and at a push in October. Now that the Association is holding its AGM and conference in September it is not possible to have the audited financial statement available for the AGM.</p> <p>Two options were considered:</p> <ol style="list-style-type: none"> 1. To change the end of financial year from 31 August to 31 March. This would allow compilation of the end of year financial information, audit and timely circulation to the members for consideration in readiness for the AGM in September. 2. Keep the end of financial year at 31 August and separate the AGM from the conference. This would mean members would be notified of the AGM meeting an need to arrange to attend the meeting. <p>Option 1 is seen as the preferred option as this does not incur increased expenditure or planning for the membership. If Option 2. was followed through it would mean that the members would need to find the finances to attend both conference and then the AGM at another date. As our members work in the health arena and the ability to fund travel to education events is constrained as well as plan the time away from the workspace it is preferred effort (time, funding and planning) is put into attending educational events.</p> <p>Changing from 31 August to 31 March would mean that the Association will have an end of year financial report as at 31 August 2015 (financial year 2014-2015) and a further end of year financial report as at 31 March 2015 (financial period 1/9/15 – 31/3/15) to align the Association to the new financial reporting year going forward.</p> <p>Alison, as the NZSSA Treasurer will work with the nominated Association Accountants, McIntyre Dick & Partners, to ensure the transition is seamless.</p> <p>I, Alison Stewart, therefore put forward the motion that the end of financial year for the Association be changed from 31 August to 31 March effective immediately.</p>	
<p>This remit to be sent to: Martin Bird NZSSA Secretary Martin.Bird@southerndhb.govt.nz</p>	<p>Date Submitted:</p> <p>Who submitted the remit: Alison Stewart</p>

REMIT FOR NEW ZEALAND STERILE SERVICES ASSOCIATION ANNUAL GENERAL MEETING

REMIT	
Proposed by: Shelagh Thomas	Seconded by: Alison Stewart
Remit: Make role descriptions for executive members an appendix to the Constitution & Rules	
<p>Explanation & statement of case:</p> <p>The Constitution & Rules (C&R) provide an outline of the requirements of key roles on the New Zealand Sterile Services Association (NZSSA) Executive. These outlines are located in clauses 16, 17, 18, 19 & 20.</p> <p>It is felt that for current and future members of the executive to adequately meet the expectations of the membership as an executive member a more robust level of guidance is needed.</p> <p>To achieve this and ensure the information is controlled appropriately role descriptions have been drafted for the roles of president, vice president, secretary and Treasurer. In addition there is a code of conduct for the executive.</p> <p>The NZSSA is an incorporated society and registered charity. This requires that the executive meet the needs of the membership first but they also have a role in meeting the requirements of and executive member of incorporated society and office holder of a registered charity. Having robust information ensures that anyone standing for election understands the role they are accepting nomination for.</p> <p>I, Shelagh Thomas, therefore put forward the motion that the membership support the role descriptions presented and code of conduct to be added to the C&R as Appendix A, B, C, D, E and wording to clauses 16, 17, 18, 19 & 20 be amended to reflect the change.</p>	
<p>This remit to be sent to:</p> <p>Martin Bird NZSSA Secretary Martin.Bird@southerndhb.govt.nz</p>	<p>Date Submitted: 20/8/15</p> <p>Who submitted the remit: Shelagh Thomas</p>

REMIT FOR NEW ZEALAND STERILE SERVICES ASSOCIATION ANNUAL GENERAL MEETING

REMIT	
<p>Proposed by: Kerry Nicholls NZSSA Executive Member</p>	<p>Seconded by: Alison Stewart NZSSA Treasurer</p>
<p>Remit: Delete section 13 of the constitution pertaining to Chapters Amend section 14 deleting mention of Chapters</p>	
<p>Explanation & statement of case: The current constitution has executive members divided into North and South Island Chapters and these members are allocated a region to represent. In the recent past NZSSA Executive members have not been allocated a region. With the advent of internet technology all NZSSA Executive members are easily available to the NZSSA members. There has been a shortage of nominations from the South Island for NZSSA the executive membership, deleting chapters would allow the most suitable person to represent them regardless of their geographical location. Section 14.1 of the constitution refers to 'The affairs of the Association shall be administered by 12 members: A President, a Secretary and 10 members from the 2 Chapters.' If Section 13 is deleted Section 14 requires amending. I, Kerry Nicholls, therefore put forward the motion that the NZSSA Executive revise Section 13 & 14 of the constitution.</p>	
<p>This remit to be sent to: Martin Bird NZSSA Secretary Martin.Bird@southerndhb.govt.nz</p>	<p>Date Submitted: 24/8/15 Who submitted the remit: Alison Stewart</p>

Role Description – **President New Zealand Sterile Services Association**

The role of the President is to provide the principle leadership and responsibility for the organisation and the Executive Committee.

Desirable Attributes:

The President should:

- be well informed of all NZSSA activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Association
- have a good working knowledge of the Constitution, rules and duties of office bearers
- be able to work collaboratively with other Executive Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the NZSSA in representing the Association in other forums
- be a competent public speaker

Specific duties include but are not limited to:

- Chair all Executive Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Association in all legal purposes and financial purposes
- Regularly focus the Executive Committee's attention on matters of Association governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Executive Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Executive Committee to ensure:
 1. The necessary skills are represented on the team and that a succession plan is in place to help find new Executive Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the NZSSA.
- Work with the Executive to manage any future paid employees of the Association including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the NZSSA when required
- Communicate with the Presidents of similar associations from around the globe and with the world forum WHFSS

Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the NZSSA.

Role Description – Vice President of the NZSSA

The role of the Vice President of the NZSSA is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President of the NZSSA where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the NZSSA
- have a good working knowledge of the NZSSA Constitution, rules and duties of office bearers
- be able to work collaboratively with other Executive Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Association in representing the NZSSA in other forums (e.g. AHA NZ meetings or relevant conferences)
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

Specific duties include but are not limited to:

1. In the event of the President being unable to fulfill his/her duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the NZSSA for legal purposes and financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive.
5. Coordinate NZSSA planning to ensure appropriate plans are developed, presented to and reviewed by the Executive and Membership, and enacted as required
6. Represent the NZSSA at meetings and forums as agreed with by the President

Other duties as nominated by the President and / or Executive Committee

NZSSA Role Description – Secretary

Desirable Attributes:

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to take minutes and write letters
- be able to keep confidential matters confidential.

The more standard duties include

- Notify Charities Commission of all changes to the Association Executive Officers.
- Notify Charities Commission of a change of the Association's registered address.
- Within 6 months after the annual general meeting, lodge the annual report to the Charities Commission.
- 3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- Apply to Companies Office, Incorporated Societies for approval to alter NZSSA rules within 28 days after the alteration is passed by special resolution.

More unusual duties that can arise:

- Apply to the Companies Office, Incorporated Societies for approval of a name change within 1 month after passing a special resolution.
- Notify the Companies Office, Incorporated Societies of a special resolution in relation to wind up and distribution of the assets of the association.

Administrative roles include:

- Maintain Association records
- Manage Minutes of Executive meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Executive members and distribute at least one week prior to the meeting
- Be familiar with all current Association documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the executives business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the NZSSA are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Executive members, meeting Minutes, financial reports, and other official records

- Ensure that official records are maintained of members of the NZSSA and Association. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and Rules at all meetings.
- Ensure that proper notification is given of NZSSA and Executive meetings as specified in the rules
- Manage the general correspondence of the Association except for such correspondence assigned to others
- Help and lead the Executive Committee in providing systematic communication from the Executive committee to Association members and other relevant stakeholders

Provide a summary of Executive Committee Minutes for distribution to all NZSSA members via website and noticeboards

NZSSA Role Description – **Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the NZSSA to allow the Executive Committee to provide good governance. The Treasurer is responsible to regularly report on the Association's financial status to both the Executive Committee and the wider membership.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Association member
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Executive Committee in their management of the Association's finances
- Administer all financial affairs of the NZSSA
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Executive Committee for approval
- Ensure development and Executive Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals

- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for payment
- Issue membership renewal notices at least one month before expiry
- Keep accurate record of all membership payments
- Be a signatory on Association account
- Have and maintain secure access to electronic accounting packages, ie Xero, IRD, Charities Commission

Resources required:

- Office supplies: Receipt Books, Cheque books, Bank deposit book, Letter head paper, Prepaid Envelopes
- Computer

NZSSA Executive Committee Member

Expectations and Codes of Conduct

Purpose

The purpose of this document is to set out the standards of behaviour expected of NZSSA Executive Committee Members. In agreeing to be part of the Executive Committee, each member must also agree to adhere to these codes at all times.

Committee Members Shall:

- Be diligent in their role
- Attend Three out of Four Committee meetings per year. In unavoidable situations forward their apology prior to the meeting.
- Understand that they shall receive reasonable reimbursement for travel costs to attend executive meetings.
- Treat all people associated with the NZSSA, including members, external stakeholders, and other Executive Committee Members with respect
- Always consider the welfare of the NZSSA members above own gain.
- Attend to their fiduciary responsibility and make decisions based on what is best for the NZSSA, not for individual interest or gain
- Not take advantage of their position on the Executive Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Advise if you are not able to be certified as an officer of a charity
- Understand and behave appropriately as an officer of a registered charity
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good behaviour
- Adhere to the policies and procedures established by the Association
- Adhere to the legislative requirements of the Association
- Respect the resources of the NZSSA and only use these in Association related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Association and executive Committee functions



- Always represent the NZSSA in a professional manner
- Not speak to the media about any aspect of the Association that could damage the NZSSA or its reputation.....

I _____ Have read the above Code of Conduct and expectations of NZSSA Executive Committee members. I agree to the above terms and conditions of being an Executive Member of the NZSSA.

Signature _____ Date _____

Correspondence 2015

Correspondence Out		
Date	Sent to	Regarding
02/05/15	Ruth Dick John Barnacott June Isted Ashleen Singh Sue Woods Kerry Nicholls Nicki Quested Mark Casey Martin Bird Christopher Mumford	Voted on executive
02/05/15	Jenny Carston	Voted on executive as Secretary
02/05/15	Shelagh Thomas	Voted on executive as President
23/08/15	Ashleen Singh	Accepting resignation
02/04/15	Kerry Nicholls Sue Woods Jenny Carston Shelagh Thomas Martin Bird Nicki Quested Theresa Luke Christopher Mumford	Voting for Mark to stay on NZSSA
15/05/15	To all executive	Mark on Executive until AGM 2015
15/5/15	Mark Casey	Mark eligibility on the Executive
Correspondence Received		
Date	Received from	Regarding
07/05/15	John Barnacott June Isted Ashleen Singh Ruth Dick	Accepting position on executive
08/05/15	Sue Woods Kerry Nicholls Jenny Carston Nicki Quested Mark Casey Shelagh Thomas Martin Bird Christopher Mumford	Accepting position on executive
21/04/15	Kerry Nicholls Sue Woods Jenny Carston Nicki Quested	Vote regarding Marks eligibility
22/04/15	Shelagh Thomas Martin Bird Christopher Mumford	Vote regarding Marks eligibility
01/05/15	Theresa Luke	Vote regarding Marks eligibility
20/05/15	Theresa Luke	Vote regarding Marks eligibility
22/07/15	WFHSS	Letter in receipt of membership paid
21/08/15	Ashleen Singh	Letter of resignation from NZSSA