



NEW ZEALAND  
STERILE SCIENCES  
ASSOCIATION

Te Tōpūtanga Pūtaiao Whakaparakore o Aotearoa

**New Zealand Sterile Sciences Association  
Constitution & Rules  
2017**

# New Zealand Sterile Sciences Association Constitution & Rules 2017

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Dated this                      day of    2017

**1. NAMES**

Throughout these Rules, the following terms are used:

**“The Association”** and/or **“NZSSA”** is the "New Zealand Sterile Sciences Association Incorporated" created by these Rules.

**“Sterile Sciences”** encompasses the reprocessing of reusable medical devices in any health service organisation (HSO) and on occasion the processing of single use devices that are supplied unsterile from the manufacturer with validated instructions for processing.

An **“HSO”** is any organisation providing a health service. This includes but is not limited to Public and Private Hospitals, GP Practices, Dental practices, tattoo studios and private clinics.

**2. REGISTERED OFFICE**

The registered office of the Association shall be at such place as the National Executive from time to time determines:

- 2.1: The registered office of the Association of office shall be the professional address of the current Treasurer during his / her term.
- 2.2: The Registrar shall be notified of this change of address immediately after an election of a new Treasurer.

**3. OBJECTIVES**

The Association’s objectives are:

- 3.1: To foster, promote and encourage interest among the members of the Association and others in the study of medical device reprocessing sciences.
- 3.2: To promote and encourage the implementation and upgrading of principles and practices of medical device reprocessing sciences.

- 3.3: To encourage the publication of any useful information relating to Sterile Sciences practices.
- 3.4: To promote conferences for the consideration of all questions concerning medical device reprocessing.
- 3.5: To liaise with other sterilisation 'associations' throughout the world in an effort to increase knowledge and understanding of medical device reprocessing sciences and to share that information with all members.
- 3.6 To work with government departments and regulatory authorities to improve practice and increase the understanding of medical device reprocessing sciences.

#### **4. MEMBERSHIP**

The Association will have six categories of members being:

- 4.1: A **Member**, who is a person employed in the reprocessing of reusable medical devices in a Health Service Organisation (HSO), or is directly involved with the sterile sciences (ie education delivery, management of the service and who has paid the annual subscription.
- 4.2: A **Graduate Member**: a technician who has graduated from the Sterilising Technology or recognized entry level sterile sciences qualification, and is officially recognized by the Association.
- 4.3: A **Registered Member**: a qualified technician who has applied for and gained registration and has paid the annual subscription. If registration is not maintained, the designation will revert to Graduate Member. Registered members shall pay the annual subscription.
- 4.4: An **Associated Member**: any member or employee of a body, organisation or company that is directly engaged in some aspect of medical device processing but who is not currently employed in a HSO, and who has paid the annual subscription.
- 4.5 An **Honorary Member**: a person who, by unanimous vote of the National Executive, has been elected an Honorary Member by virtue of the fact that their membership will add prestige to the Association.
- 4.6 A **Life Member**: any person who, by unanimous vote, has been elected such by the National Executive in recognition of services rendered to the

Association or its objectives or who has made any outstanding contribution to the practice of sterile sciences.

The National Executive shall apply the following criteria when considering whether to elect a person to the position of Life Member. In particular whether the person:

- 4.6.1 Has contributed in a proactive manner for the benefit of the Association and its members.
- 4.6.2 Has attended Executive and/or AGM meetings and participated in a positive and professional manner.
- 4.6.3 Maintained professionalism at all times.
- 4.6.4 Has not brought the NZSSA or the sterile sciences fraternity in New Zealand into disrepute in any way.
- 4.6.5 Actively worked on projects throughout their term(s) as an executive member.
- 4.6.6 Actively supported the Association and its members.

## **5. APPLICATION FOR MEMBERSHIP**

All applications for membership shall be submitted to the National Treasurer in writing on the appropriate form. Membership of the Association shall be effective upon approval of a completed form by the Treasurer and receipt of the specified subscription.

A current version of the Constitution and Rules shall be made available through the Association website.

The National Secretary shall notify in writing each applicant who may be refused membership. Upon request the National Executive shall assign a reason for declining an application for membership.

## **6. SUBSCRIPTIONS**

- 6.1: The annual subscription payable by members in advance shall be fixed by an Annual General Meeting and shall remain current until altered by a subsequent Annual General Meeting.

6.2: Associate Members, Graduate Members and Registered Members shall all be liable to pay subscriptions at the Members rate unless agreed otherwise at an Annual General Meeting.

6.3: On acceptance of the application a membership remains current for a period of 12 months from the date of approval.

## **7. CESSATION OF MEMBERSHIP**

The National Executive shall be empowered to declare any person no longer a Member, Graduate Member, Registered Member, Associate Member, Honorary Member or Life Member should they:

- 7.1 Tender their resignation in writing and this be accepted by the National Executive.
- 7.2 Fail to pay annual subscription within two months of the date of it becoming due (if applicable to their membership).
- 7.3 In the opinion of the National Executive violate the Association's Code of Ethics set out in clause 8 below in a manner that justifies the cessation of their membership. The National Executive, when considering a breach of the Code of Ethics shall ensure that the member in question is provided with all material that the National Executive has and be given the opportunity to address the National Executive about the alleged breach before a decision is made.

## **8. CODE OF ETHICS**

- 8.1 Members shall never use their authority or office for personal gain, and shall seek to uphold and enhance the standing of the Association.
- 8.2 Members shall promote the highest possible standards of professional competence among those for whom they are responsible.
- 8.3 Members shall comply with the NZ standards of practice AS NZS 4187.
- 8.4 Members shall reject any business practice which may reasonably be deemed to be improper or be considered a conflict of interest to the Association.

- 8.5 Members should not leave themselves open to compromise. Any personal interests which may impinge on or influence member's duties should be declared.
- 8.6 The confidentiality of information received in the course of a member's duty shall not be used for personal gain, and information given never designed to mislead.
- 8.7 Members should not bring the Association into disrepute by placing themselves in a position whereby they may have, or been deemed by others to have been **improperly** influenced in making a business or professional decision.
- 8.8 The Association is a voluntary professional organisation with no jurisdiction regarding individual or national decisions in relation to management of personnel or contractual arrangements or issues. These are to be dealt with locally by members and or their union representative.

## **9. ANNUAL GENERAL MEETINGS**

- 9.1 These shall be held once in each year on such a date and at such a place as the National Executive shall decide.
- 9.2 The audited financial statement must be made available to the members at the AGM. The audited financial statement shall be made available to the membership via the Association website. This statement shall be submitted to the Charities Commission and Registrar of Incorporated Societies within 6 months of the start of the new financial year.
- 9.3 Members may submit remits, reports, or other matters for discussion at this meeting. Such remits or proposals to be supplied in writing to reach the National Secretary not later than four weeks prior to the date of the Annual General Meeting.
- 9.4 Notice of this meeting and of the business to be transacted thereat together with a copy of the annual report and statement of accounts shall be provided electronically or by post to every member not later than 14 day prior to the date fixed by the National Executive for the meeting.

**10. SPECIAL GENERAL MEETING**

A Special General Meeting of the Association may be called as follows:

- 10.1 By virtue of a resolution of the National Executive.
- 10.2 By virtue of a resolution passed at an Annual General Meeting calling for a subsequent Special General Meeting.
- 10.3 Upon a requisition signed by ten members specifying the object thereof, delivered to the National Secretary.
- 10.4 Any such Special General Meeting shall be held as soon as convenient after the passing of such resolution or the receipt of such requisition, at such a time and place as the National Executive shall fix, not later than 30 days thereafter.
- 10.5 Fourteen days previous notice in writing shall be sent to every member at his or her registered address, specifying the time, place and object of such Special Meeting, and no business shall be transacted thereat, other than that specified in the notice.

**11. QUORUM FOR GENERAL MEETINGS**

- 11.1 A meeting of members may proceed to business if ten members from the Association are present, in addition to the National Executive.
- 11.2 Any meeting duly constituted may adjourn from time to time for any period not exceeding 28 days, but no business shall be transacted at the adjourned meeting other than that contained in the notice convening the original meeting.

**12. PROCEDURE AT GENERAL MEETINGS**

- 12.1 At all General Meetings the Chairperson, who shall be the President in Office at the commencement of the meeting, or in his / her absence any other duly elected Chairperson shall take the Chair.
- 12.2 Every Member present in person shall be entitled to vote. Every Member not present in person shall be entitled to one vote exercised by proxy in writing on any motion previously notified in writing to all members not less than two weeks before the date of the meeting.



12.3 In the case of an equality of votes the Chairperson shall have a casting as well as a deliberative vote. No person shall be appointed a proxy who is not a Member of the Association.

12.4 Every instrument of proxy whether for a specified meeting or otherwise, shall comply as nearly as possible with the following format:

I \_\_\_\_\_ of \_\_\_\_\_ being a  
Member of the Sterile Sciences Association Incorporated hereby appoint  
\_\_\_\_\_ as my proxy to  
vote for me and on my behalf at the General Meeting of the  
Association to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and  
at any adjournment thereof.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signed: \_\_\_\_\_

NZSSA membership (number) \_\_\_\_\_

12.5 All proxies shall be handed to the National Secretary before the meeting commences.

12.6 Associate, Life and Honorary Members shall not have the power to vote at any Association Meeting, except where a Life Member is still actively working in the Sterile Science field as described if they were a full Member, they shall retain their voting rights.

### **13 METHOD OF VOTING**

13.1 Every question submitted to any member shall be decided in the first instance by a show of hands. Every Member present in person shall have one vote. In addition, members not present but entitled to vote by proxy in accordance with Rule 12 may do so. The member exercising

the proxy shall indicate to the meeting the name of the member so voting.

- 13.2 At any meeting unless a poll is demanded of the Chairperson by at least 3 members present, a declaration by the Chairperson that the resolution has been carried or carried by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number or evidence of the fact without proof of the number or proportion of the votes recorded in favour of against such resolution.
- 13.3 If a poll be demanded, it shall be taken in such a manner and at such place as the Chairperson may direct and the result of the poll shall be deemed to be a resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn. On a poll every member present in person shall be entitled to one vote and every member not present in person shall be entitled to one vote by proxy on motions previously notified to all members in accordance with Rule 12.
- 13.4 Provided that, in order to provide facilities for distant members at times other than at the Annual General Meeting, if any matter should arise which, in the opinion of the National Executive, should be referred to all members for a decision then the National Executive may conduct a postal or electronic vote. In such a case, all members will be supplied with a voting paper setting out clearly the matter upon which a decision is required, the method by which the actual vote is to be recorded, and the time by which voting papers must be lodged with the National Secretary.

## **14 NATIONAL EXECUTIVE**

- 14.1 The affairs of the Association shall be administered by 10 members: a President, a Secretary and 8 members. The Vice President is elected by the National Executive from the ten members elected. Members from outside hospital environments are to be encouraged to be on the National Executive.
- 14.2 The National Executive shall be elected through a process of nomination, or if necessary at the National Annual General meeting as set out in the clause following:

- 14.2.1 All members of the Executive including the President and Secretary are to be nominated and seconded in writing by two members of the Association who have paid their annual subscriptions.
- 14.2.2 Nominations must be presented to the Secretary three months prior to the tri-annual General Meeting of Elections.
- 14.2.3 Honorary and Associate Members are not eligible for election to the National Executive.
- 14.2.4 All nominees must signify their acceptance in writing to the National Secretary at the time of nomination.
- 14.2.5 All nominees shall also complete a declaration of conflict of interest as provided in **Appendix 1**.
- 14.2.6 If the number of qualified and eligible persons validly nominated is not more than the positions to be filled, the person so nominated shall be declared to be duly elected.
- 14.2.7 If the number of qualified and eligible persons validly nominated is greater than the positions to be filled, an election shall be held at the Annual General Meeting.
- 14.3 Following election, any member of the Executive is required to declare any conflict that arises during their term of office.
- 14.4 All members of the executive including the President, Vice President, Secretary and Treasurer shall hold office for three years unless they retire earlier, but will be eligible for re-election.
- 14.5 Any Annual General Meeting shall have the power to vary the number of members in the National Executive.

## **15 VACANCIES**

The National Executive shall have the power to appoint a member to fill any casual vacancy on the National Executive until the next Annual General Meeting, and any such person so appointed shall be ratified at the next Annual General Meeting and remain until the next election of the Executive.

## **16 MANAGEMENT OF BUSINESS**

- 16.1 The National Executive shall have control and management of the affairs and work of the Association and its properties and funds and all of its activities carried on, or by, or on account of the Association.
- 16.2 The National Executive may appoint any member to act as the Association's representative. Anyone acting in this capacity must report, in writing, to the Executive, following any meeting they attend. They must also express to any meeting the views of the Executive that have previously been agreed.
- 16.3 No member, appointed by the National Executive to act as the Association's representative, has delegated authority to act on the Association's behalf unless authorised to do so by the National Executive.
- 16.4 Any costs incurred in representing the Association in an official capacity will be reimbursed. This includes any loss of income that results from such representation. Relevant receipts and documentation to support any claim for loss of income will be promptly reimbursed.
- 16.5 All executive members must sign the Code of Conduct (Appendix E) and fulfil the expectations as a representative of the NZSSA
- 16.6 The National Executive shall have power to:
  - 16.6.1 Enter into and make contracts by or on behalf of the Association, for any of the objects for which it is formed, including the purchases and contracts relating to land excepting such contracts (if any) as by the Rules or by any resolution of the Association it is subject to the approval and authorisation of a General Meeting.
  - 16.6.2 Engage, remove, or discharge all employees required to conduct the Association's affairs and may fix their duties, salaries or other remuneration.
- 16.7 Meetings of the National Executive shall be governed by the following provisions:
  - 16.7.1 They shall be held at such times as the President of National Executive may direct, or upon receipt of a requisition signed by not less than three members of the National Executive to

convene a meeting, the President or the Secretary shall cause a meeting to be convened.

16.7.2 Any six of the National Executive shall form a quorum.

16.7.3 Every question at such meetings shall be determined by a majority of votes; if the votes are equal, the President or Chairperson acting on his/her behalf, shall have a casting vote in addition to his/her vote as a member of the National Executive.

## **17 DUTIES OF THE SECRETARY**

17.1 The Secretary of the Association may be paid such remuneration as the National Executive shall from time to time determine.

17.2 The Secretary shall attend all meetings of the Association and National Executive.

17.3 The Secretary shall record correctly the names of the National Executive present at their meetings and the minutes of the Proceedings of all meetings, which he/she shall transcribe into minutes of the meeting and email to the executive within 4 weeks of the meeting taking place.

17.4 The Secretary shall summon all meetings. The agenda for the meetings shall be emailed to the executive no less than 1 week before the meeting.

17.5 The Secretary shall prepare and present the Annual Report.

17.6 The Secretary shall in all things act in the discharge of his/her duties under the direction and control of the National Executive.

17.7 See Role Description for the Secretary under Appendix A.

## **18 APPOINTMENT AND DUTIES OF THE TREASURER**

18.1 The Treasurer of the Association shall be appointed by the National Executive and may be paid such remuneration as the National Executive shall from time to time determine.

18.2 The Treasurer shall receive all monies and issue receipts for same.

- 18.3 The Treasurer shall see that such monies are deposited without delay to the credit of the Association in the Bank determined by the National Executive.
- 18.4 The Treasurer shall pay all accounts, which have been passed for payment by the two members nominated by the National Executive.
- 18.5 The Treasurer shall keep a proper record of all receipts and payments.
- 18.6 The Treasurer shall submit a financial statement to the National Executive when requested and prepare and present the Annual Balance sheet.
- 18.7 All non-regular payments exceeding the value of \$1,000 must be approved by all Executive.
- 18.8 The Treasurer shall keep and make all entries required to be inserted in the Register of Members.
- 18.9 See Role Description of Treasurer under Appendix B

## **19 DUTIES OF THE PRESIDENT**

- 19.1 The President of the Association may be paid such remuneration as the National Executive shall from time to time determine.
- 19.2 The President shall carry out all objectives of the Association as outlined in the Constitution and Rules.
- 19.3 Shall chair the Executive, AGM and other meetings to ensure optimal usage of time and all business on the agenda is addressed in a timely manner.
- 19.4 Liaise with the Secretary and the Treasurer to ensure that the affairs of the NZSSA are being carried out according to the Constitution and Rules.
- 19.5 Communicate regularly with Executive members, and provider of the Sterilising Technology education programmes.
- 19.6 Promote the NZSSA as and when appropriate.

- 19.7 Provide leadership and direction to Association and its members, and maintains a good working relationship with all members.
- 19.8 Monitor progress of all Executive projects.
- 19.9 Communicate regularly with members via the Association magazine.
- 19.10 See the Role of President under Appendix C

## **20 DUTIES OF VICE PRESIDENT**

- 20.1 If for any reason the President is not available to carry out their duties, the Vice President will assume these duties until the President is ready to resume their duties.
- 20.2 The Vice President is elected from the current serving Executive.
- 20.3 See Role of Vice-President under Appendix D

## **21 FUNDS OF THE ASSOCIATION**

- 21.1: The National Executive shall have the power to open and operate an account or accounts in the name of the Association, in any trading or savings bank carrying out business in New Zealand. All cheques drawn on such a bank account shall be signed by the two approved nominees of the National Executive.
- 21.2: No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.
- 21.3: Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.
- 21.4: Any future changes to the Constitution and Rules shall not affect the non-profit aims, personal benefit or winding up clauses.

21.5 Payment of an Honorarium is a voluntary token payment for specific duties. On an annual basis the Executive can approve the payment of an Honorarium to any member who has volunteered and carried out specific duties, of an ongoing nature and to an acceptable standard. It is not intended as an entitlement for particular Executive positions. Any payment will be tax inclusive and subject to deduction at the appropriate rate.

## **22 AUDITOR**

An Auditor shall be appointed by the National Executive of the Association. The reports of the Auditor shall be submitted with the annual accounts.

## **23 ALTERATION TO THE RULES**

The rules of the Association may be altered, added to, or rescinded:

23.1 At any General Meeting of which at least 14 days' notice has been given to members, provided that such notice shall contain a copy of, or state briefly the substance of the resolution to be moved at the General Meeting so called.

23.2 By postal/electronic ballot of all members entitled to vote where in the opinion of the National Executive, or of the majority of members present at a General Meeting the interests of the Association would best be served by a postal/electronic ballot. Note: the means provided by the member for voting will be in accordance with their identified receipt of the NZSSA Supplyline Journal, ie. post or electronic.

23.3 The Association shall register any alteration in, or addition to these rules as required by any statutory provision for the time being in force.

23.4 No rescission, alteration or amendment to these rules shall be effective until registered with the Registrar of Incorporated Societies at the Companies Office.

## **24 WINDING UP**

In the event of the Association being wound up, any surplus, after payment of all liabilities, shall be disposed of by the persons who comprise the National



Executive at the date of such a winding up, to a registered health related charitable organisation.

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Authorised Signatory

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Authorised Signatory

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Authorised Signatory

## **Appendices**

### **A 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 recording the Minutes
- 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

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## **B 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 Organizational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Association member
- Honest/Trustworthy
- Computer skills
- Good communication skills
- Be able to keep confidential matters confidential.
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### **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 dispatch 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

**C Role Description – President**

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
- Be able to keep confidential matters confidential.
- 

**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 organizations that are relevant to the goals of the NZSSA.

#### **D Role Description – Vice President**

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. AHANZ meetings or relevant conferences)

- Be a competent public speaker
- Be able to raise concerns with the President when they arise
- Be able to keep confidential matters confidential.
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**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  
Expectations and Code of Conduct –for Executive Members

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## **E Expectations and Code of Conduct for Executive Members**

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.
- Keep confidential matters confidential.

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 \_\_\_\_\_