



NZSSA Executive Nomination Form 2024-2027 Term

Nominations Close 5pm 30 April 2024

Section 14 of the NZSSA Constitution and Rules stipulates that the Officers and other Members of the Executive shall be elected every three years.

Once nominations have been received candidates will be published in the June 2024 edition of Supplyline for consideration by members who may then vote for their preferred candidates in the July 2024 elections.

Ratification of the new association executive will take place at the Annual General Meeting in September 2024.

Only current financial members are eligible to nominate or be nominated for the positions on the Executive.

For a full description of the association constitution and rules please go to:

<https://nzssa.org/constitution-and-rules/>

All sections on this form must be completed in full and emailed to the NZSSA Secretary (secretary@nzssa.org) with all associated documents by 5pm on Tuesday 30th April, 2024.

Section 1 – Nomination Details

Positions (circle the position/s nominee wishes to stand for)		
President	Secretary	Executive Member
Nominee		
Nominee's Name:		
Nominee's Signature:		
Proposer		
Proposer's Name:		
Proposer's Signature		
Secunder		
Secunder's Name:		
Secunder's Signature		

Section 2 – Biography

Please include a brief statement (approximately 200 words) about yourself; why you wish to serve on the executive committee, what you hope to achieve and any background or skills you think relevant to your candidacy. You may also attach a separate document to your nomination if you prefer.

Section 3 – Portrait Photo

Please attach a photo to your email when submitting your nomination. Photos shall meet the following criteria:

- Be of your head and shoulders
- Full colour
- At least 2MB in size
- In jpg format

Section 4 – Officer of Charity

All officers to the NZSSA Executive must confirm they qualify as an officer of this charity under section 16 of the Charities Act 2005.

To qualify, an officer **must not** be:

- Disqualified from being an officer under the rules of the NZSSA.
- An individual who is under the age of 16 years
- An individual who, or a body corporate that, is disqualified from being an officer of a charitable entity by the Charities Registration Board under section 31 (4) of the Charities Act 2005



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- Undischarged bankrupt
- Convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) or tax evasion or other offence under section 143B of the Tax Administration Act 1994 and sentenced within the last seven years
- Prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
- Subject to a property order under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
- A body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the Corporations (Investigation and Management) Act 1989

Section 5 – Candidate Approval

I declare the details on this form to be accurate and true and agree to all terms and conditions of being an Executive Member of the NZSSA.

I confirm that I am not restricted from being an officer of charity CC25480 New Zealand Sterile Sciences Association under section 16 of the Charities Act 2005 as described in section four above.

I have read the Code of Conduct and expectations of NZSSA Executive Committee members in Appendix A below and agree to adhere to these codes whilst serving as a committee member.

I understand and have completed the conflict of interest statement in Appendix B.

I understand that my name, photo and biography will be published in the Association Journal (Supplyline) prior to the election taking place.

Signature:

Date:

If at any stage you wish to withdraw your candidacy please contact the association secretary on secretary@nzssa.org

Appendix A: Code of Conduct

Outlined below are the standards of behaviour expected of NZSSA executive Committee Members as declared in the New Zealand Sterile Sciences Association Constitution & Rules 2017. In agreeing to be part of the Executive Committee, each member must also sign an agreement to adhere to these codes at all times. Committee members shall:

- Be diligent in their role
- Attend seventy-five percent of committee meetings each 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 (please complete the conflict of interest form on the next page).
- 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
- Committee members are required to advise the President immediately if they are charged or being investigated either criminally or professionally.
- 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.



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Appendix B: Conflict of Interest

NZSSA Executive Committee members are asked to disclose any potential conflict of interest on an annual basis. Please complete the form below if you feel such a conflict of interest could apply should you be on the executive committee. Please contact the association President if you wish to discuss this further.

If you have no potential conflicts of interest then enter your name, date and place N/A in the remaining boxes before signing and dating your signature.

Name: **Date of Disclosure:**

I wish to disclose a personal interest that may result in a conflict. I understand a conflict of interest to be a situation where my personal interests compromise, or may be seen to compromise, my responsibilities to act fairly and impartially when acting as a member of the NZSSA executive.

Type of Personal Interest:

- Family/Relationship
- Financial
- Professional
- Other

Please Provide Details:

Please answer the following questions:

1. Do you think it is possible that the interest identified above may lead to an unfair outcome and/or inappropriate access to information?

2. Have you already seen or had access to information that could be considered private or sensitive?

I will update this disclosure if my interests change, or if there is a relevant change in circumstances.

I will not access any information that this actual, potential or perceived conflict relates to without prior approval of NZSSA's President or Executive Committee.

Signed: **Date:**