

INFORMATION SHEET 2021 INNZ COMMITTEE MEMBERS

The INNZ Committee guides the organisation's decision making, its communications, is responsible for overseeing its activities and events, and ensures it is meeting the needs of the membership. The Committee holds nine monthly 1 hour ZOOM meetings per year and two face to face meetings. Face to face meetings are full day meetings which take place at a central location (often the Wellington airport). INNZ pays all associated travel costs.

In the coming year, priorities for the committee are to strengthen the membership base of INNZ while exploring ways we might reinstate and grow services to our membership. We are looking to trial new ways of enabling our members to connect such as ZOOM events, regional meetups, and newsletters. We need an enthusiastic committee who are able to commit to delivering for INNZ.

Further information about the level of commitment is provided below:

General:

Committee Members agree to attend at least eight of the monthly ZOOM meetings per year and both bi-annual in-person meetings. Meetings are held at a mutually agreed time, often during the lunch hour of a workday (although this is negotiable as suits the committee).

Committee Members recognise that an additional monthly time commitment is required outside of INNZ meetings, generally 4-6 hours per month. This is time spent following up on items discussed in the meeting to report back to the committee in the following month, performing one of the "Champion" tasks outlined below, or fulfilling the duties of their office. Specific roles for each Committee Member are agreed at the Autumn face-to-face meeting.

For continuity within the organisation, we ask that members consider serving a minimum two year tenure on the Committee.

Social Media Champion

- Collate and disseminate regular communication to members via Facebook, LinkedIn and other relevant platforms.

Newsletter Champion

- Collate and disseminate quarterly newsletters or bulletins to members including upcoming events, industry news, Committee updates and relevant person or project profiles.

Regional Networking Coordinator(s)

- Organise and run, or assist non-Committee members to organise and run, networking meet ups in own location (Wellington, Auckland, Christchurch in particular).

Training Event Coordinator(s)

- Organise and run online and site-based talks and workshops with fellow committee support, advice and sign-off.

OFFICES:

Committee Chair - eligible after a term as Vice Chair- 1 year commitment

- Convene and Chair Meetings
- Set tasks and goals for the committee and programme for the coming term
- Communicate with the membership regarding significant decisions regarding INNZ
- Ensures the Committee and organisation is working effectively towards agreed tasks and goals
- Call for nominations to the committee and for other officer roles
- Be responsible for the organisation's records, documents and IT systems including log-in details
- Give a report on the operation of the organisation at each Annual General Meeting
- Ensure the Charitable Organisation Rules are followed and advise the Registrar of Incorporated Societies of any rule changes.

Vice Chair - eligible after 1 year of committee membership

- Assist the Chair in achieving the tasks and goals for the committee
- Convene and chair meetings in the Chair's absence
- Review correspondence to the membership
- Finalise content and distribute member newsletters and Emails about upcoming events
- Ensure website information is up to date. Website information includes details of the organisation and the committee, upcoming and past events, Membership information and Photos and stories of relevant projects, research
- Move into the Chair role at conclusion of their term.

Secretary - 2-year term minimum

- Record the minutes of Meetings or appoint someone to do so
- Keep the Register of Members or appoint someone to do so
- Receive and reply to correspondence as required by the Committee.

Treasurer - 2-year term minimum

- Collect, receive and process all payments and invoices within 7 days of receipt
- Carry out all required compliance and reporting tasks
- Keep accurate records of the organisation's accounts
- Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often as required
- Forward the annual financial statements to the Registrar of Incorporated Societies upon approval at an Annual General Meeting.