anzea Branch Establishment and Development Policy and Strategy 2012-2014

Date approved
30 June 2012

Date for review
31 May 2014

Contents

A. Purpose

The purpose of the Strategy is to provide strategic direction in the establishment and development of eight **anzea** branches throughout Aotearoa, as stated in the **anzea** Constitution (see **Appendix 1**).

B. Policy

1. Portfolio responsibilities

- Develop strategy and policy for Branch establishment, development and support
- Implement the Branch Support Strategy
- Liaise with relevant **anzea** members and other stakeholders for the establishment of new regional branches/Mäori caucus
- Provide support to established **anzea** Branch Convenors and Committees, to ensure on-going Branch activities (e.g. support to run AGMs and other Branch events).

Specific portfolio tasks are set out in **Appendix 2**.

2. Branches

Branch geographic boundaries

Branch boundaries are set out in **Appendix 1.**

Structure and operations

Membership

- Must have a minimum of 3 people for the first six months
- Must have a minimum of 8 members within the first 12 months of launch
- Must have a minimum of 8 members annually at 30 June

Committee membership:

- No fewer than three (3) members at all times
- Convenor, Secretary and Treasurer roles must be allocated
- Branch Committee roles will include:
  - ✧ Convenor
  - ✧ Secretary
  - ✧ Treasurer
  - ✧ Membership liaison
  - ✧ Events coordinator
  - ✧ Board liaison
  - ✧ Newsletter liaison
- Several roles may be undertaken by the same individual.
- Meets at least quarterly
- Undertakes an initial and annual membership drive in conjunction with the Board
- Organises Branch activities – in consultation with other Branches and national office
- Operates a Branch bank account, linked to the **anzea** national office account
- Convenes an AGM biennially following the **anzea** Board elections (July to September)
- Is accountable to the **anzea** Board through the Branch development portfolio
- Contributes Branch news to the **anzea** newsletter upon request
- Reports to **anzea** Board through an annual Branch report (see template in **Appendix 4**).

The **anzea** Branch locations are set out in **Appendix** 2 and **anzea** Branch committee roles are set out in **Appendix 4 (Branch Easy Guide, separate document)**. They provide **anzea** Branches with direction and a foundation to support establishment and maintenance. Some flexibility is given to allow for local variance.

anzea *Branch Committee elections*

The **anzea** Constitution does not specify the frequency or process of Branch Committee elections. Policy agreed amongst the Branch Committees in April 2008 was as follows:

- Branch Committees will be elected every two years, in the same year as Board elections
- Branch elections will occur at the Branch AGMs in that year and will follow the Board elections; this is to allow for **anzea** members to transition effectively between positions on Branch Committees and the Board, where that occurs
- Branch Committee nominations will be called at least one month prior to each Branch's AGM
- Branch nominations require that nominees be resident in the relevant Branch region and that their nomination be supported by two other members resident in that region
- All nominees and nominors must be current, paid-up members of **anzea**
- Elections will be held by a show of hands at each Branch's AGM.

3. Branch development

Terms of Reference

Purpose: To support regional members of **anzea**, in line with the objectives set out in the **anzea** Constitution, through local professional support and professional development events.

Objective:
- To provide implementation of **anzea** services at the regional/provincial level
- To assist in recruiting members to **anzea** within the regions
- To be a local point of contact for **anzea** members.

4. Branch support

Support is provided to the Branches as required by the Branch Developent portfolio team and the **anzea** Manager, based on the Branch Support Strategy (**Appendix 5**).

In particular, the Branch Development portfolio leader and **anzea** Manager will convene a teleconference of Branch Convenors within one month following every Board meeting to inform Branches of new and proposed **anzea** developments, to obtain their input.

5. Role of the Branch Committee:

To coordinate regional services, in particular:
- Local **anzea** events
- A Branch AGM biennially
- Contributions to the **anzea** Newsletters
- A regional input into **anzea** Board deliberations and decisions
- Membership recruitment.

Branch establishment schedule

- Portfolio team to establish timeframes around contacting regions without **anzea** Branches
- Portfolio team to make contact with regions without **anzea** Branches according to the schedule (Refer to Branch establishment schedule in **Appendix 3** and Branch establishment process in the Branch Easy Guide **Appendix 4**.

Branch establishment process

- Portfolio team to provide new **anzea** Branches with Branch establishment process details
- Utilise phone and email communication initially, and where cost-effective meet in person.

Schedule Early Branch development

Support for each new committee includes:
- Funding from **anzea**, based on current **anzea** members in the region
- Help to set up a bank account and communications systems

- Direct contact with the **anzea** Branch Development Portfolio holder by phone, email, and where cost-effective and or where benefits to the branch/national office outweigh costs, in-person
- Branch communications and systems templates (e.g. for AGM notices, agendas, taking minutes nominations forms, etc. See Branch Easy Guide**)**.
- Ideas for setting up events, and easy guidelines for running successful local events (see Branch Easy Guide).

Suggestions for Branch operation and development are set out in the Branch Easy Guide.

Branch committee accountability

Each Branch will provide a short annual report at 30 May to the **anzea** Board, through the Convenor, to provide Branch information for the **anzea** Annual Report.

6. Branch funding

Finances:
- Each **anzea** Branch will have a bank account linked to the main **anzea** account
- Branch accounts will be audited annually or as required by the **anzea** auditor
- **anzea** branches are expected to become financially self-supporting within two years of establishment, through income from Branch events
- **anzea** national office will provide to any Branch annually for the first two years of the Branch's existence, on request, up to two thirds of the total member subscriptions for the relevant region, and up to one third in subsequent years.
- Branch finances will be reviewed quarterly by the Treasurer and Manager, and any funds in Branch accounts in excess of $3,000 will be transferred to the national account and the relevant Branch/es notified.

Branch records:

Each Branch will produce, and provide to **anzea** national office, the following records:
- Branch committee minutes, at least quarterly (copied to the **anzea** Administrator)
- An Annual Report, including a financial report (income and expenditure)
- Copies of all email communications with **anzea** members (copied to the **anzea** Administrator)

Branch records will also be stored on the **anzea** website, with restricted access.

Branch activity:
- Frequency of Branch Committee meetings: Branch Committees must meet at least quarterly and provide minutes of those meetings to the **anzea** Board via the **anzea** Manager. Meetings between these times may be convened by telephone or email.
- Frequency of Branch events: Branches should provide networking and/or professional development events for local members at least quarterly.
- Venues: Each Branch may make its own decisions as to appropriate venues for Branch Committee meetings and other Branch events. Venues should reflect the professional nature of the Association and its activity. Branches are encouraged to see low-cost or cost-free venues.

Appendix 1 - Excerpt from the anzea Constitution

15.   BRANCHES

1.   A Branch of the Association may be established in any region in Aotearoa New Zealand by a resolution of the Board, on the presentation of a petition to the Board by eight (8) or more financial members of the Association residing in that region, provided that it has sufficient members to give furtherance to the purposes of the Association.

2.   Branch Committees shall have no fewer than three (3) active members at all times.

3.   Branches of the Association are entitled to operate independent functions including banking and events run in the name of the Association provided that those functions are at all times consistent with the objects and By-laws of the Association, or approved by the Board, and are not likely to bring the Association into disrepute.

4.   Each regional Branch shall be entitled to receive funding from the Association equivalent to two thirds of the total subscription fees in any year paid to the Association by members residing in that region. Such funds shall be available and applied for annually, and shall be used for the purposes of professional education events, professional development of branch members, or other activities consistent with the purposes of the Association. The Branch Committee will be at all times accountable for the purposes of such expenditure. For the purposes of such allocation, individual members shall nominate residence in one of the following regions:

   i)   Northland
   ii)   Greater Auckland area, including Auckland City, Waitemata City, Manukau City and North Shore City
   iii)   Waikato/Bay of Plenty
   iv)   Eastern, including Gisborne/East Coast and Hawkes Bay
   v)   Central, including the Central Plateau, Taranaki and Manawatu
   vi)   Greater Wellington area, including Hutt Valley, Porirua and Wairarapa
   vii)   Upper South Island
   viii)   Lower South Island.

Branch boundaries are determined according to local authority boundaries as set out at http://www.localcouncils.govt.nz/lgip.nsf. To check branch boundaries or how to classify a member's location refer to the website above.

Branch/area name	Areas covered
Northland	Kaipara, Whangarei and the Far North
Auckland Region	Rodney, North Shore City, Auckland City, Manukau City, Waitakere City, Franklin, Papakura
Waikato/Bay of Plenty	Hamilton, Waikato, Coromandel, Matamata, Waitomo, Taupo, Rotorua, Tauranga, Opotiki, Whakatane
Eastern North Island	Gisborne, Hawkes Bay, Napier, Hastings, Wairoa
Central North Island	Taranaki, New Plymouth, Stratford, Palmerston North, Horowhenua, Manawatu, Tararua, Levin
Wellington Region	Kapiti Coast and Masterton down to Wellington City
Upper South Island	Canterbury, West Coast and above
Lower South Island	Otago and Southland and below, plus Chatham Islands

Appendix 2: Branch portfolio tasks

It is the responsibility of the Branch Development Portfolio team to support the development and establishment of active **anzea** Branches in each of the 8 regions as set out in Appendix 1. Specific tasks are centred on establishing and maintaining a relationship/contact with new/potential Branches for the purposes of ensuring that:

- Branches are aware of Branch committee roles and responsibilities
- Branches are reminded ahead of time about **anzea** Branch elections
- Branches are reminded to convene an AGM biennially following the **anzea** Board elections (July to September)
- Branches are aware of financial responsibilities including operating a Branch bank account, having awareness of national funding that is available to them and how and when to access it (see Branch Easy Guide)
- Branch questions, comments or issues are received and responded to in a timely manner
- Branches are aware of reporting requirements to the **anzea** Board
- Branches are aware of the need to have membership drives and to hold Branch events/activities throughout the year
- Interest from potential Branches is encouraged
- Branches contribute news to **anzea** communications e.g. newsletter, upon request
- Branches are supportive of national and or regional **anzea** events and activities.

Appendix 3: Branch establishment schedule

The following table outlines progress to date and Board liaison for each Branch.

Region	Responsibility / Board liaison	Date to commence establishment	Comments
Auckland[1]	Branch portfolio	Established	
Waikato/Bay of Plenty	Branch portfolio	Established	
Upper South Island	Branch portfolio	Established	Launched 28 March 2007
Wellington [2]	Branch Portfolio	Established	Launched 8 May 2008
Northland	Branch portfolio		Under exploration
Lower South Island	Branch portfolio		Scheduled for 2013
Eastern[3]	Branch Portfolio		New attempt in progress
Central[4]	Branch portfolio	Established	

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[1] Waitemata, Auckland, North Shore and Manukau cities
[2] Hutt Valley, Porirua and Wairarapa
[3] Gisborne/East Coast and Hawkes Bay
[4] Central Plateau, Taranaki and Manawatu

Appendix 4: Branch Easy Guide (separate document)

Appendix 5: Proposed `anzea` Branch support strategy

Current situation

- **`anzea`** Branch Committees have varying levels of capacity; some need additional committee members; some experience difficulties in designing Branch events
- Need for alignment between Branch activity and **`anzea`** national activity (e.g. income-generating events run regionally; **`anzea`** strategy events)
- Need for closer collaboration between **`anzea`** Board/management and Branch Committees

Proposal

To establish a Branch support strategy to:

- Provide assistance where needed, while optimising Branch autonomy and innovation
- Ensure that contingency is available for strategic events that the Board wishes to run in the regions
- Ensure that Branch operations align with national operations and strategy
- Ensure that there is no conflict between **`anzea`** income-generating events and Branch events

Principles

- Ensure quality Branch events annually for all **`anzea`** members
- Ensure Branch support and avoid Branch Committee fatigue
- Optimal alignment between **`anzea`** Branch and national activity
- Optimal balance between Branch autonomy and innovation and national responsibility for ensuring quality Branch delivery to members
- Reasonable level of consistency across Branches in quality of delivery (to meet members' reasonable expectations)

Proposed portfolio activity

Annually

- Prior to each Board meeting, Manager contacts Branch Convenors to request copy of their most recent Committee meetings; discusses if necessary with Portfolio team, and reports this through the Branch Portfolio report
- In May, Manager emails a request and template to Branch Convenors for Branch reports to go into the Annual Report
- Post-conference, in August-September each year:
    - Board draws up a 'strategy' event that it wishes to run in the Branches
    - Board advises Branches of regional paying events for the following year
    - Manager and portfolio leader (PL) compile (1) a list of quality 'approved' presenters (that is, recommended by Board members; see **Appendix A**) and (2) a list of event options, and circulate both to Branches for their use as wished
    - Portfolio leader convenes a Skype meeting involving all Branch Convenors to:
        - 1) obtain an update on Branch capacity
        - 2) obtain information on each Branch Committee's plans for the following year

- o 3) offer support where it is needed to plan events for the next year
- o 4) get commitment to provision of an events calendar from each Branch for the next year

As needed

- Manager and portfolio team respond to requests for support from any Branch

Biennially (even years)

- Mgr and PL contact each Branch Convenor in May to check if help needed to organise the Branch General Meetings before end of the year

For Branches less than 2 years old

- Manager and PL provide bi-monthly monitoring with Branch Convenor/s to see what support needed (e.g. to plan or run events, organise General Meeting, recruit additional committee members).