



The anzea Taumata – Purposes, principles, functions, and operations

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A. Purposes and roles of the **anzea** Taumata

Reasons for establishing the **anzea** Taumata

Early in **anzea**'s development, the **anzea** Board recognised its responsibility to provide a structure and system that gave formal recognition to outstanding contribution to the evaluation sector in Aotearoa New Zealand. In considering how **anzea** might honour such people, the Board also recognised the opportunity to use the collective and individual expertise of these people to provide a high level of support and advice to the Board and the Association.

In searching for an appropriate structure through which these purposes could be met, the **anzea** Board wished to emphasise the strength of the collective value of such people, rather than only their individual strengths¹. It was proposed that **anzea** establish a *Taumata* (Council) for these purposes, which would comprise people who have made a significant or outstanding contribution either to **anzea** or to the practice or context of evaluation in Aotearoa. The meaning of 'Taumata' applied here is "*a brow of a hill*" or "*resting place – but only when on a hill*". The symbol is that of reaching a summit, that is, achieving an elevated level or status through effort. The Taumata concept was selected for **anzea** to represent a group of people whom **anzea** has recognised as having attributes that align with **anzea**'s core values, who have achieved excellence in work relevant to evaluation, and who can be relied on to provide good guidance. The use of the term 'taumata' also symbolises the partnership principle, as reflected in the Treaty of Waitangi, which is a guiding document for **anzea**.

Taumata purposes and roles

In developing the Taumata concept, it has been recognised by the **anzea** Board and the Taumata Committee² that this body of people would collectively have the knowledge, skills and wisdom to undertake a kaitiakitanga (guardianship) role in relation to **anzea**'s vision, values and kaupapa. Thus they would have a key role of sustaining the integrity of that kaupapa and those values. It was recognised that this role would be especially important in providing continuity, since the **anzea** Board composition inevitably changes over time, whereas the Taumata membership remains constant and is increased over time in capacity, knowledge and expertise. That is, the Taumata becomes the kaitiaki of **anzea**'s vision, values and kaupapa, upholding their integrity over time.

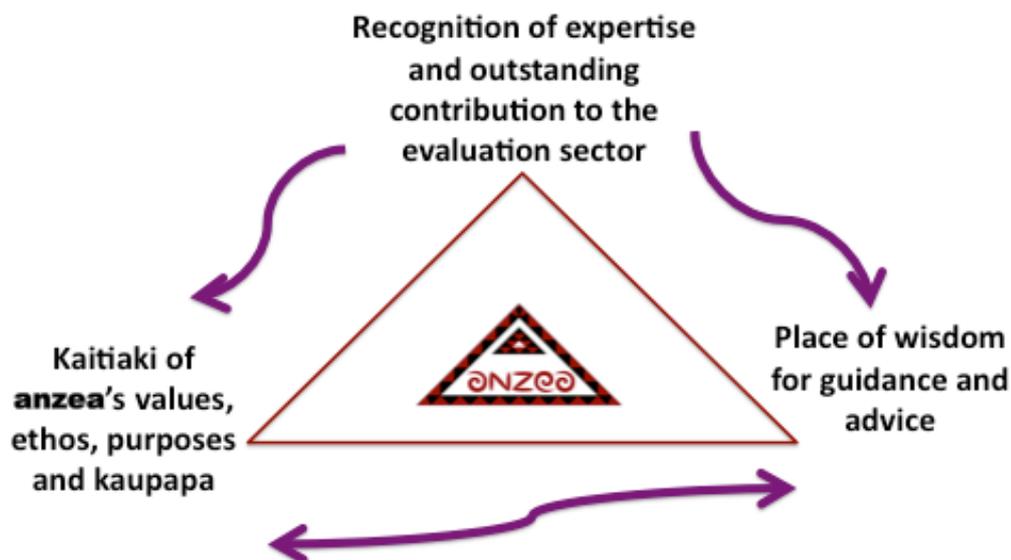
Accordingly, the purposes and roles of the Taumata are seen as:

- Giving recognition to those in Aotearoa who have made significant contributions to the evaluation profession in New Zealand and/or to the evaluation sector generally
- Protecting and upholding **anzea**'s values, ethos, purposes and kaupapa
- Having 'wise heads' to provide the Board with mentoring, sound advice and guidance.

¹ The distinctions between **anzea**'s Taumata and the 'Fellow' of other professional associations are clarified in **Appendix 1**.

² Previously the Interim Taumata Committee – that is, the committee with responsibility for developing the Taumata model and operations.

Purposes of the anzea Taumata



Benefits of the Taumata

The benefits of having a Taumata are:

For anzea:

- A structure for acknowledging the contributions of outstanding individuals by honouring them with life membership of **anzea** and the Taumata
- Protection of the integrity of **anzea**'s history, vision, values, ethos and kaupapa as the composition of the Board changes over time
- Access to a formal group with acknowledged outstanding expertise and experience in relation to evaluation from whom the Board and various other **anzea** committees can seek advice, professional contributions and specific assistance
- Encouraging and facilitating continuing contributions by those people to the achievement of the aims of **anzea**
- Provision of a high calibre of mentoring support for the **anzea** Board
- Promotion of **anzea**'s credibility and good reputation

For members of the Taumata:

- Recognition of significant achievement, service and/or outstanding contribution or value to evaluation
- Lifetime membership of **anzea** and the Taumata
- A senior status within **anzea** and within the evaluation community and sector.

B. Functions of the Taumata

Based on the purposes of the Taumata, as described above, the functions of the Taumata will be as described below, for now. It is expected that these functions will develop as the Taumata and the Association evolves and develops. *It is noted that not all Taumata members will want or need to undertake all of the following functions; rather particular*

*roles and functions will be allocated to or assumed following consultation by Taumata members as agreed between the Board and the Taumata. Taumata members will always be at liberty, individually or collectively, to decline tasks that they see as beyond the scope of their role and/or more properly the responsibility of the **anzea** Board.*

Regular functions

- Be kaitiaki of the kaupapa of **anzea** and a ‘critical friend’ to the **anzea** Board
- Provide mentoring, guidance and advice to the **anzea** Board and other **anzea** committees (e.g. Branch Committees, Conference Committees, project committees), as requested or agreed; this may include participating as invited participants in those committees
- Be invited to comment on **anzea** strategy documents and planning materials (for example, drafts of **anzea** strategic plans, minutes of **anzea** Board meetings, and drafts of plans for specific initiatives, especially major developments)
- Contribute to the general activities of **anzea**, including specifically the following:
 - Attend and support processes as agreed at **anzea** AGMs (e.g. comment on **anzea**’s developments in the past year)
 - Attend and support processes as agreed at **anzea** Conferences – this might include:
 - Speaking at the Conference pōwhiri (welcome) and/or poroporoaki (farewell)
 - Reflecting on the development of the profession and sector
 - Convening a Conference event (e.g. panel discussion, seminar, workshop³)
 - Attend and support **anzea** celebrations (e.g. mana whenua at Taumata inaugurations; potentially announce awards at awards ceremonies)
- Promote **anzea** and advocate on **anzea**’s behalf as relevant to each Taumata member’s areas of expertise, professional activities and networks relevant to evaluation
- Contribute to the management of the Taumata.

Occasional functions

- Attend relevant parts of **anzea** Board meetings if requested
- Undertake consultations on behalf of **anzea** at the request of or with the approval of the Board
- Propose projects or initiatives in the interests of **anzea**’s development.

Principles and policy underlying Taumata roles and functions

Key principles underlying the Taumata roles and functions are that:

- The Taumata collectively represents acknowledged outstanding knowledge, experience and competencies in relation to evaluation.
- The mana of the Taumata is vested in the group as a collective, rather than in the individual members.

³ For the **anzea** Conference 2012 it is suggested that the Taumata convene a session that will outline and discuss the purposes and roles of the Taumata, based on this document, to enhance understanding amongst **anzea** members.

- The functions of the Taumata may develop over time, in line with the development of **anzea** (see **Appendix 4**).

The policy guiding Taumata roles and functions is as follows:

Roles

- Membership of the Taumata is for life or until such time as a member requests to step down from membership.
- The Taumata will at all times act as kaitiaki of **anzea**'s vision, values, ethos, purposes and kaupapa, as set out in the **anzea** Constitution and policies, and will give that role the highest priority.
- It is the responsibility of each member of the Taumata to become familiar with the **anzea** Constitution and key aspects of **anzea** policy; they will be assisted in this by the **anzea** Manager and Board.

Responsibilities

- The Taumata will adhere to the **anzea** Constitution and policy in its actions, including its decision-making processes and communications.
- Taumata members have no official powers or rights under the Constitution other than as members of **anzea** and of the Taumata.

Rights

- Individual members of the Taumata will undertake particular functions and roles according to their capabilities and their capacity to contribute, taking into account their particular strengths, current employment status and other circumstances, and may decline invitations at their individual discretion.
- Membership of the Taumata will not prevent any Taumata member from being elected to any other **anzea** office. Where a member of the Taumata is elected to the **anzea** Board, their membership of the Taumata will be suspended for their term of Board office, to avoid any role conflict.

Operations

- All formal communications between the Taumata and the Board will be through the Taumata Committee and the **anzea** Convenor, or their respective delegates.
- Invitations to the Taumata to participate in **anzea** activities may be directed either to the current Convenor of the Taumata Committee or to individual Taumata members, but will in all instances be copied to the Convenor of the Taumata Committee.

*The Taumata terms of reference, structure and operations are set out in **Appendix 2**. The Taumata nominations and selection processes are set out in **Appendices 3 and 4**.*

Appendix 1: Distinction between the **anzea Taumata and the concept of 'Fellow'**

Other evaluation associations and professional bodies have adopted a model of 'Fellowship', where individuals who are deemed to have made an outstanding contribution to the association or the profession are given the status of 'Fellow' (and corollary personal entitlements, such as being able to use the title 'Fellow of [the Society]' for professional purposes). For the purposes of avoiding any sense of elitism, the proposed Taumata model differs in several important ways from the Fellowship model, as follows:

- A person can be nominated to the Taumata by any three paid-up members of **anzea**
- The eligibility criteria for appointment to the Taumata do not require current or previous membership of **anzea**
- Decisions to recommend the appointment of a person to the Taumata will be made by a Committee consisting of two **anzea** Board members, two members of the Taumata, and one 'ordinary' **anzea** member, rather than by a 'College of Fellows'
- Members of the Taumata are not accorded any title (e.g. 'Fellow'); they are simply members of the Taumata, whose distinction exists in the status of the collective, rather than that of the individuals.

Appendix 2: Taumata terms of reference and operations

Terms of Taumata membership

Duration of individual Taumata membership

Once appointed to the Taumata, the individual retains that status for life, unless the person resigns from **anzea** or from the Taumata or, in an exceptional circumstance, the Board decides that an individual's Taumata membership should be withdrawn.

Membership fees

Members of the Taumata will be given the status of life membership of **anzea**, and will be entitled to any discounts normally available to **anzea** members.

Withdrawal of Taumata membership

The Board may make a determination to withdraw Taumata membership from an individual in the event that the individual has seriously dishonoured **anzea**, its public reputation and/or the achievement of its objectives, or debased the status of the Taumata. Such a determination can be made on the basis of a recommendation by any member of the **anzea** Board or Taumata, supported by advice from the Taumata through the Taumata Committee, and passed by at least a two-thirds majority of the Board.

Withdrawal of activity by a Taumata member

It is acknowledged that there may be occasions during a Taumata member's life and personal or professional circumstances where a member's contribution to the Taumata might need to diminish. The member would advise the Taumata Committee of such circumstances and would then become an inactive member for as long as they need.

Structure of the Taumata and relationship to the **anzea** Board

Size of the Taumata

The Taumata will have no upper limit of members. However the size of the Taumata, the number of active members of the Taumata and the costs of Taumata operations will be taken into account in considering appointments of new members. The Taumata has two members appointed in 2010, with up to three being appointed in 2012, and one biennially thereafter (or up to two annually until Taumata members number five in total). The current Taumata members consider a minimum of 4-5 Taumata members essential to the robust and safe functioning of the Taumata. The Board may choose not to appoint any new Taumata members in a given year.

The **anzea** administration will keep a current record of all those who have been appointed to the Taumata, including a list of those who have resigned from the Taumata or who have opted to no longer have an active role.

Relationship to the **anzea** Board and Constitution

Clause 6.4 (b) of the **anzea** Constitution allows for the designation of new membership categories, including but not limited to the categories of ‘life members’, ‘kaumātua’ and ‘patron’. Taumata members have no official powers under the Constitution and have no special voting rights other than as members of **anzea**.

Individual Taumata members may, from time to time, be requested by the Board to carry out functions on its behalf, including advice to the Board and participation in Board meetings where appropriate and with Board approval. Board requests to a member of the Taumata in that role must always be made initially through the Taumata Convenor and agreement obtained from the Taumata collectively to the task requested.

The Taumata may initiate tasks relevant to **anzea** development, including attendance at a Board meeting for a specific purpose. Taumata status does not give members an entitlement as such to attend Board meetings, nor can they vote at Board meetings. Advice from the Taumata is not binding on the Board.

An enduring responsibility of the collective of the Taumata will be to participate in managing matters relating to the Taumata and to provide advice to the Board concerning matters relating to the Taumata.

Taumata operations

Note: Because the Taumata is in the early stages of its development, much of the detail about its operations has yet to be developed. The information that follows is a starting point. The Taumata Committee will continue to develop Taumata operations through regular meetings during 2012-2013.

Management of matters relating to the Taumata

A new Taumata Committee will be formed every second year at a Taumata meeting in June and will be approved at the next **anzea** AGM. Its role will be to manage matters relating to the Taumata. The Committee will comprise:

- Two **anzea** Board members
- Two members of the Taumata
- One other **anzea** member, who may be co-opted to the Committee.

The Taumata Committee will elect a Convenor from amongst its members.

The primary functions of the Taumata Committee will be to:

- Act as a conduit between the Taumata and the Board
- Call for, deliberate on and make recommendations in relation to nominations to the Taumata, in consultation with the **anzea** Manager (see **Appendices 3 and 4**)
- Develop a plan of activities for the Taumata for the coming year, and in the longer term where appropriate. This plan would:
 - ✧ Identify possible activities of the Taumata in relation to the current and planned activities of the **anzea** Board and the Association
 - ✧ Be reviewed by the whole Taumata and by the Board and approved in principle prior to presentation and ratification at the Board meeting associated with the AGM

- Manage, monitor and report on implementation of the Taumata plan to the Board annually
- Organise Taumata activities at the annual Taumata meeting or at other **anzea** events, or on behalf of the Board or the Association
- Manage the annual budget of the Taumata.

A priority task of the initial Taumata Committee will be to design and draft systems and processes for the operation of the Taumata and of the Taumata Committee.

Taumata funding

A budget of \$1,000 per annum (reviewed annually) is available for Taumata operations and activities, on application to and approval by the **anzea** Board. As with all **anzea** activity, the Taumata Committee and Taumata members are encouraged to explore low-cost options. It is anticipated that Taumata expenses might include:

- Travel costs for Taumata members to attend Taumata Committee meetings or **anzea** events in their Taumata role
- Ordinary expenses of undertaking Taumata Committee tasks (e.g. communication costs).

Special funding may be allocated to the Taumata for particular projects on request to the Board.

Taumata meetings

The Taumata will meet at least once per year to determine a draft plan of Taumata activities for the forthcoming year and report to the Board on activities over the past year. Due to budgetary constraints, it is envisaged that Taumata meetings will use Skype and email as vehicles for meeting wherever possible.

Review of Taumata policy and operations

Taumata policy and operation will be reviewed by the Taumata Committee, in consultation with the Taumata and the Board, every two years from 2011. Ultimately any changes to the policy remain the responsibility of the **anzea** Board.

Appendix 3: Taumata nominations, selection, appointments structures and processes

Nomination and appointment processes

Nominations process

Nominations to the Taumata will be invited from the **anzea** membership annually from 2010-2012 in March, and biennially thereafter (or up to two appointments annually until Taumata members number five in total). Nominations are made to the Taumata Committee through the **anzea** Management. Any three paid-up **anzea** members in combination are entitled to submit a nomination, with the sole exception of current members of the Taumata Committee.

Nominations must be made using the **anzea** Taumata Nominations Form (**Appendix 3**) and supported by *sufficient* information (up to five pages) to make a strong case for the appointment of the nominee as a member of the Taumata, taking into consideration the selection criteria. In keeping with the preference for not informing the nominee of the nomination, the nominee should not be approached for information. *Information provided as supporting evidence must be aligned against the particular criterion or criteria that it supports. Evidence should be referenced to external sources wherever possible, rather than simply being the view of the nominors.*

Please note that, to avoid any embarrassment to nominees, if nominees are informed by nominors of their nomination, that communication must: (1) clarify to nominees that (a) there is no guarantee that they will be appointed and (b) the Board's decision is final and no discussion will be entered into; (2) be in writing; and (3) be copied to the Taumata Committee at info@anzea.org.nz.

Nominations should be made on the **Taumata Nominations Form** [see below] and posted to **anzea**, PO Box 106732, Auckland 1143, signed by all nominors, by 1 May 2012. The Taumata Committee will review the nominations and make a recommendation to the Board by 31 May 2012.

Selection process

The Taumata Committee, comprising two Taumata members, two **anzea** Board members and one ordinary **anzea** member, reviews all nominations and then makes recommendations to the **anzea** Board for final endorsement. The Committee makes its determination by applying the key criteria listed below. Committee decisions are by negotiated consensus. To assist with the decision-making, the Committee may seek information confidentially in addition to what is in the initial nomination, including information from the nominors and other members of **anzea**. All enquiries will be handled without direct or indirect contact with the nominees.

All decisions of the Taumata Committee and the Board will be final and no correspondence will be entered into.

In the event of the Taumata Committee recommending an appointment to the Taumata, the Committee will forward that recommendation to the Board for its endorsement. In the event

of the Committee rejecting a nomination, the Committee will advise the Board that a nomination has been received and has been unsuccessful. The nominors will also be advised that the nomination has not been successful. Nominors are welcome to resubmit a nomination that is not initially successful.

Recommendations process

1. In making its recommendations to the Board, the Taumata Committee will use the same negotiated consensus process that constitutes policy for all **anzea** decision-making, where (1) decisions should be by negotiated consensus where possible, (2) dissenting views will be recorded, and (3) a vote may be taken only where a negotiated consensus cannot be achieved.

2. *For each nomination considered, the Taumata Committee must make a clear recommendation to the Board to either accept or decline the nomination.*

3. The Board's role is to approve those recommendations, unless either (1) the Taumata Committee specifically requests other input from the Board, or (2) the Board identifies specific concerns in relation to a nomination or the material supporting that nomination, or the Committee's process, that indicate that those recommendations should not be approved as a matter of course. If the latter event occurs, the Board must (i) identify and record specific concerns within two weeks of receiving the recommendation, and (ii) immediately refer the nomination back to the Taumata Committee with a request for a further assessment. The Taumata Committee will reconvene to undertake a further review of the relevant nomination, and return to the Board with an amended recommendation, or ratified reasons for retaining its original recommendations, within three weeks of receiving the Board's request.

4. Where a vote has been taken by the Taumata Committee in relation to a nomination, the Board may request to have non-Board members of that committee attend the relevant Board discussion either in person or electronically.

Invitation to join the Taumata

Following the Board's approval of a nomination, the nominee will be formally invited by the Board through the Convenor to join the Taumata. The Board will notify successful nominee(s), inform them about the nature of the functions and work of the Taumata category of membership (including the general expectation that the appointee will continue to support **anzea** through being involved in and contributing to its activities) and invite the person(s) to attend an induction at the next AGM. Acceptance of the invitation to join the Taumata constitutes an implicit acceptance of the obligation to support **anzea** Taumata principle and policy, which will be given to approved nominees. An announcement of the appointment will be made once the person has agreed to join the Taumata and has been inducted initially into the Taumata. The announcement will be made initially by email to **anzea** members and then at a pōwhiri at the annual AGM (or alternatively at the **anzea** Conference or at another **anzea** national event if there is no conference in the relevant year).

Induction to the Taumata

Induction to the Taumata will normally be the responsibility of the Taumata Convenor and

will be undertaken by Skype, phone and email. It will clarify the Taumata's terms of reference for new members and introduce them to other Taumata members. New members will be provided with minutes of Taumata meetings for the previous year together with any other relevant documents or materials.

Advice to nominees and nominors

The limited number of possible new appointments each year may result in some nominees not being elected in a particular year. For ethical reasons, as well as to avoid any embarrassment to nominees, it is preferable that nominees not be informed of their nomination until the nomination is recommended for approval by the Board and accepted by the Board. Consistent with this policy, individuals should not promote their own case to join the Taumata.

The Board will not publish the names of unsuccessful nominees nor notify unsuccessful nominees. It does, however, encourage re-nomination of outstanding but hitherto unsuccessful nominees in subsequent years. The Taumata Committee may also review previously unsuccessful nominees during the annual nomination process and invite nominors to renominate them.

Appendix 4: **anzea** Taumata Nominations Form

Criteria for appointment to the Taumata

1. *Minimum eligibility criteria*

- Normally resident in Aotearoa
- Demonstrated understanding of evaluation principles and practice, through participation in evaluation in some relevant role (including evaluand and/or other evaluation stakeholder)
- The nomination process is consistent with the nominations policy (see below)
- The nomination includes sufficient supporting information in relation to the eligibility criteria
- Nomination to the Taumata does not require current or previous membership of **anzea**
- Current members of the Board or of the Taumata Committee are not eligible to be nominated to the Taumata while in office

2. *Key criteria relating to capabilities*

Nominees should also have demonstrated outstanding contributions in relation to three or more of the following criteria, including at least one of criteria A-D and E-H :

Contributions to evaluation

- A. Contributions to the understanding or practice of evaluation and its utility and safety for the general Aotearoa community
- B. Contributions to the body of knowledge and research concerning evaluation
- C. Contributions to the field of evaluation through education and training, mentoring, writing or speaking on professional issues
- D. Significant long-term evaluation-related service to an industry, other professional organisation, community, public or not for profit organisation

Contributions to **anzea**

- E. Promotion of the aims of **anzea** and/or facilitating those aims, including the welfare of **anzea**; this may be limited to a particular but significant part of the Association's activities
- F. Fostering links between **anzea** and other professional organisations, including iwi/hapū and other organisations representing a stakeholder group relevant to evaluation
- G. Long term service to the Board of **anzea** or a regional group of **anzea**
- H. The appointment of the individual to the Taumata will strengthen the capacity, mana and reputation of **anzea**.

Meeting any or all of these criteria does not confer any right or guarantee to a nominee to be recommended for appointment as a Taumata member, nor does nomination alone guarantee that the nominee will be successful. The Board will not publish the names of unsuccessful nominees nor notify unsuccessful nominees. It does, however, strongly encourage re-nomination of outstanding but hitherto unsuccessful nominees in subsequent years. The Taumata Committee may also review unsuccessful nominees from previous years during the annual nomination process.

For full information about the Taumata, go to

http://www.anzea.org.nz/index.php?option=com_content&view=article&id=92&Itemid=100



Nomination to the anzea Taumata

We, the undersigned, being current members of **anzea**, wish to nominate

Name

Contact details – Phone and email where possible

to the **anzea** Taumata. We believe that she/he is suited to the Taumata for the reasons indicated below:

Note:

1) Nominees should have demonstrated outstanding contribution in relation to three or more of the criteria below, including at least one of criteria A-D and E-H

2) Each of the factors ticked in the list below must be supported by evidence, which may be a short explanation and/or attached materials. Information provided as supporting evidence must be aligned against the particular criterion or criteria that it supports. Evidence should be referenced to external sources wherever possible, rather than simply being the view of the nominors.

	Contributions to evaluation	Tick as relevant
A	Contributions to the understanding or practice of evaluation and its utility and safety for the general Aotearoa community	
B	Contributions to the body of knowledge and research concerning evaluation	
C	Contributions to the field of evaluation through education and training, mentoring, writing or speaking on professional issues	
D	Significant long-term evaluation-related service to an industry, other professional organisation, community, public or not for profit organisation	
	Contributions to anzea	
E	Promotion of the aims of anzea and/or facilitating those aims, including the welfare of anzea ; this may be limited to a particular but significant part of the Association's activities	
F	Fostering links between anzea and other professional organisations, including iwi/hapū and other organisations representing a stakeholder group relevant to evaluation	
G	Long term service to the Board of anzea or a regional group of anzea	
H	The appointment of the individual to the Taumata will strengthen the capacity, mana and reputation of anzea	

Please note that, to avoid any embarrassment to nominees, if nominees are informed by nominors of their nomination, that advice must: (1) clarify to nominees that (a) there is no guarantee that they will be appointed and (b) the Board's decision is final and no discussion will be entered into; and (2) be copied to the Taumata Committee.

Nominator information

Nominator 1

Name:

Phone:

Email:

Date:

Signature:

Nominator 2

Name:

Phone:

Email:

Date:

Signature:

Nominator 3

Name:

Phone:

Email:

Date:

Signature:

NOTE: Nominations should be posted to **anzea**, PO Box 106732, Auckland 1143, or emailed to info@anzea.org.nz, signed by all nominors, **by 1 May 2012**. The Taumata Committee will review the nominations and make a recommendation to the Board by **31 May 2012**. The Committee will retain contact with nominors during the selection process. For further information, go to:

http://www.anzea.org.nz/index.php?option=com_content&view=article&id=92&Itemid=100