

Roles and Responsibilities of NZNO Membership Committee members

The Membership Committee (MC) is accountable to NZNO members, and its general purpose is to bring a membership perspective to the Board (BOD).

Functions

1. The Committee shall support the BOD by working in partnership to achieve NZNO's strategic aims, in giving effect to Te Tiriti o Waitangi.
2. The Committee shall assist the BOD by:
 - a. providing further insight into the views and needs of the diverse membership of NZNO and provide a link to the local level.
 - b. providing advice and regular feedback to the BOD on membership matters. In doing this, it shall articulate
 - i. Regional Council (RC),
 - ii. C&S, and
 - iii. student membership issues to the BOD.
 - c. ensuring NZNO is responsive to the needs and issues of its members.
 - d. receiving and considering the summary of BOD meetings and provides feedback as it considers appropriate to fulfil its scope, as set out in its Charter.

Person specification

To perform these functions, the Committee requires members who:

1. Are elected by a constituent member group for a three-year term from:
 - a. Regional Council (RC),
 - b. C&S, and
 - c. a two year the National Student Unit (NSU)
2. Engage with a broad cross-section of members within their constituent group.
3. Understand and practice NZNO's Bicultural Partnership.
4. Displays NZNO's Values.
5. Foster trust and develop collaborative relationships.
6. Have time available to undertake duties, including the specific tasks below.

Specific tasks

Committee members are expected to:

1. Consult regularly with their constituent member group (RC, NSU, or group of C&S, as appropriate). The two C&S representatives should ensure between them that all C&Ss are consulted. This consultation will include:
 - a. Circulating the agenda and meeting summary of Membership Committee meetings to their constituent member group and inviting feedback.
 - b. Submitting a report to regular meetings of their constituent member group and attending in person, wherever possible to gather feedback.
 - c. Circulating other correspondence received through the MC, such as: NZNO consultations and requests for submissions, and summaries of BOD meetings.
2. Consult with other appropriate membership bodies, such as:
 - d. Workplace Organising Committees,
 - e. Local Student Units, or
 - f. Regional Sections, where possible.
3. Attend their regional convention in their role as MC Representative.
4. Attend the relevant NZNO annual meetings with their constituent group, being the:
 - g. NZNO AGM,
 - h. NSU AGM, or
 - i. C&S Day, in their role as MC representative,

5. Take part in MC meetings, or submit apologies to the Chair.
6. Participate in the development of the Annual Work Plan, and undertake any delegated tasks arising from this.
7. Provide representation on the:
 - j. Florence Nightingale Memorial Fund Committee,
 - k. Abstract Committee, and
 - l. Remit committee, in partnership with Te Poari and other NZNO stakeholders.
8. Undertake allocated work on specific projects or activities agreed with the BOD.
9. Support the MC Chair in fulfilling their responsibilities under the MC Charter.
10. Participate in the annual assessment of the MC's performance against the Annual Work Plan.

Review

The job description to be reviewed by the Committee annually in March.