



THE NEW ZEALAND
SOCIETY OF AUTHORS
TE PUNI KAITUHI O AOTEAROA PEN NZ INC

Duties of Branch Officers 2020

Role of branches

The eight regional branches provide a forum for members to network, allowing writers to share their successes and discuss their challenges.

Branches may also provide professional development through hosting speakers and running workshops, highlight freedom of speech issues through the annual Courage Day, facilitate writing competitions, and create events and opportunities to promote NZ Books and NZ Authors during Book Week and other local or national initiatives.

Election of Officers

Branch Officers are usually elected at the Branch AGM which is to be held after the end of the financial year (Dec 31) and before the National AGM.

Handing Over Procedures

When a new Branch Officer is elected, the retiring Officer is required to brief the incoming Office holder on events, activities, reporting requirements and any other matter relating to the position to ensure an efficient succession plan.

Health and Safety

Branches are committed to ensuring the safe operation of NZSA's business and the safety and good health of volunteers, members and others who attend events organised by NZSA. Branches agree to comply with all health and safety policies of NZSA. Terms and conditions for branch meetings being a safe space, respect for all other members etc are issued to all members on joining.

Treaty Obligations

NZSA recognises its obligations under the Treaty of Waitangi to welcome tangata whenua and include opening and protocols such as karakia into the formalities of branch meetings. These are available from national office.

Privacy

Our purpose is to deliver services, professional development, information and opportunities and support to our members. In order to achieve this, it is necessary for us to collect certain personal information.

- **Members' contact details** are supplied to Branch Committees in a spreadsheet maintained and updated by Operations Manager Claire Hill. This information is **ONLY** to be given to Regional Board Delegates and elected Officers of Branches. Branch Officers may use

members' contact information for the provision to members of membership services and benefits. Contact information will not be provided to any third party and must not be used for any other purpose, unless with the written permission of the member. To use the membership mailing list for any other purposes other than the business of NZSA would be a breach of privacy and NZSA membership rules.

- **Branch Committee details** are collated by National Office and distributed between the branches. Contact details for all Branch Committee Members are made available to all other Branch Committees to encourage communication between Branch Officers.
- Email addresses for Branch committee members are made available at <http://authors.org.nz/about/branches/> and in *New Zealand Author* under NZSA Information. Appointment as a Branch Committee Member is confirmation of acceptance of this procedure.
- Appointment as an official representative of the NZSA (which includes Branch Officers) implies a duty of care to safeguard the confidentiality of members' information. Note that emails should be sent using the Bcc function so that email addresses are not distributed.
- Any breaches of this policy should be reported to Jenny Nagle (CEO) (09) 379 4801 director@nzauthors.org.nz. Breaches will be investigated and may lead to loss of office.

Protocols

Representatives of NZSA, including Branch Officers, may not make public statements purporting to be on NZSA's behalf without first getting authorisation from the National President either directly or via the CEO. Statements will usually be made through the President of NZSA, the CEO or the spokesperson for PEN NZ, unless there are particular reasons for a statement being made by some other person, and that person has been authorised to speak on behalf of the Board.

NZSA encourages networking amongst members and open communication between its governing National Board Delegates and membership.

Branch Chair

Eligibility

Branch chairs may be financial Full, Associate or Student members of NZSA.

Term

Branch chairs will be elected at the branch AGM for a period of one year. Chairs may be re-elected for a maximum of three consecutive terms.

Primary responsibility

Leadership of and overall responsibility for all branch activities. This includes chairing meetings, leading the debate on issues and delegating responsibility for organising speakers, readings, panel discussions, competitions, workshops and other events.

Reporting to National Office

The Branch Chair will provide National Office with a report of the Branch's activities twice a year and annual branch reports will be included in the National AGM papers. The National AGM is usually held in May/June. The CEO will email Chairs asking for reports giving a deadline of no less than two weeks (unless under exceptional circumstances).

Branch Chairs are required to notify National Office of the appointment or reappointment of Officers following the Branch AGM.

From time to time the CEO may request additional reports from Branch Chairs as needed.

What the Chair's role covers:

- Provide regular reports to the Regional Delegate and National Office, as needed
- Discuss issues raised by the National Board or National Office and report branch members' views, including number of members' views represented, to the Regional Delegate and National Office
- Lead the debate over issues raised by members and, if required, forward any query or proposal to the Regional Delegate and National Office for further information or discussion by Board.
- Provide initiative in terms of new activities that will energise the branch
- Make new members welcome
- Chair meetings
- Support members' activities, and encourage members to become involved in branch activities
- Identify branch members with key skills and encourage them to stand for Branch, regional and national positions within NZSA
- Contact members of the branch due to be resigned, as advised once a month by National Office, to say that the Branch values their membership and ask if they are willing to share their reason for resigning, and report back to National Office
- Professionally represent NZSA in the local area consistent with the image and messaging of NZSA around its manifesto and activities.

Some of the skills a chair will need:

- Energy and enthusiasm
- A welcoming and inclusive attitude
- Good communication skills
- Good meeting chairing and public speaking skills
- A willingness to abide by NZSA policies and commit to NZSA objectives
- Ability to delegate tasks
- Knowledge of the NZ literary community and publishing industry
- Ability to initiate and subsequently manage and/or delegate management of professional development programmes and branch competitions as determined by the Branch

Deputy Chair – can be the Regional Delegate

- Chairs the meeting in the Chair's absence.

Secretary

- Attends meetings and takes minutes recording significant decisions and items/issues to be taken to the National Board
- Communicates with the Regional Delegate on such matters
- Prepares and sends out minutes to members and copy National Office via email office@nzauthors.org.nz
- Notifies members of meeting dates, times and agendas, speakers, events or other special business

- Receives correspondence from the National Board and others and responds to same
- Receives correspondence and maintains the regional Hubs
- Communicates with others, as directed by the meeting.

Treasurer

- Receives receipts generated from meetings, activities and capitation from the National Board
- Maintains the branch bank account
- Communicates with the Accountant accounts@nzauthors.org.nz at National Office about branch finances and membership
- Codes bank transactions monthly in order for transactions to be allocated to the correct account codes for NZSA End of Year Financial Statements and the annual audit
- Reports to each branch meeting and to the branch committee as requested
- Assists National Office in preparing GST and end of year Financial Reports for consolidated accounts and responds to any requests within one week
- Pays bills, as approved by the branch committee
- Prepares the annual budget seeking input from Branch Officers.

The duties of each of the positions below can be incorporated into any of the positions above, or divided between them as suits each individual Branch and committee.

The meeting organiser

- Prepares the meeting schedule for the year, including room bookings, speakers, workshops, competitions and other events, as required by the membership
- Liaises with speakers and workshop leaders to secure commitment and agreements, payments etc
- Takes bookings for workshops and receives fees
- Organises refreshments for the meeting.

Communications Officer/ Social Media Co-ordinator

- Ensures National Office is aware of any news relevant for the fortnightly Literary Bulletin e-news
- Updates the Branch's profile page on the website (and if no functionality is in place for Branch management of pages is in place, send info to office@nzauthors.org.nz) to update on your behalf
- Maintains and updates Branch's facebook page (if it has one)
- Prepares local monthly branch newsletter (if it has one) and sends out to members
- Encourages contributions to *NZ Author*. The editor welcomes suggestions for articles: contact Tina Shaw editor@nzauthors.org.nz
- Liaises with local members on issues relating to difficulties accessing the members side of authors.org.nz including updating members' writer profiles and general computer queries. Refers to National Office issues that cannot be resolved at branch level.

- Communications must comply with style, font, nomenclature, and logo requirements as determined by national office and not deviate in any way that will affect or dilute the national image and impact of the image of the foremost professional organisation representing writers in New Zealand. This applies to local websites and the branches social media. The branches shall be known as NZSA Northland, NZSA Auckland region, NZSA Waikato, NZSA Central Districts, NZSA Wellington, NZSA Top of the South, NZSA Canterbury and NZSA Otago/Southland. No other names are acceptable that dilute and impact on the national image, consistency, impact and messaging of the organisation.
- Logos, letterheads, social media blocks and templates to support local communications can be prepared by national office for the branch to use. NZSA requires consistency of the look of its communications in keeping with NZSA's national identity that must meet the requirements of our funders and stakeholders.

Hub Co-ordinator

Hubs by their nature are informal in structure and varied in purpose and activities.

Local hub co-ordinators must report to the Branch at least biannually and their activities should be included in NZSA's AGM report. It may be useful to appoint a Hub Co-ordinator who undertakes this task and who, as an Officer of the Branch, may utilise members' contact details when promoting Hub activities.

The Hub Co-ordinator may also be responsible for facilitating the Hub's activities and organisation, as required.