**Executive Committee Nominations**

# **Process**

The following process will be implement and followed for the 2021 Nomination of the TPOTI Executive Officers -

President, Vice President and Treasurer

1. Nominations open Saturday 18th September 2021
2. Nominations to be submitted on the nomination form that is appended to this document. They must be fully completed when submitted including the nominee signature as confirmation that they agree to be nominated for that position
3. Nominees to provide a brief bio – 200 words maximum
4. Nominations close Sunday 10th October, 5pm
5. Financial affiliated clubs will vote through their club representatives on each of the executive positions. One vote per club.
6. Voting will be done by way of secret ballot at the TPOTI AGM on Thursday 18th November 2021, 7pm
7. Ballot results will be presented during the AGM

APPENDICES

1. The Executive Committee – roles and job descriptions
2. Nomination form

**APPENDIX ONE**

**THE EXECUTIVE COMMITTEE**



Executive committee duties are based on providing organisational direction and advising the regional committee on decisions and business matters ranging from strategy planning, policy, investment, risk and providing central planning of the regional events.

The executive meets more frequently than the regional committee, and moves more nimbly. Appointed by the regional committee, the executive has the authority to act on its behalf, although such authority does have limitations based on the committee’s defined purpose.

**SPECIFIC ROLES AND RESPONSIBILITIES**

The regional executive committee is the representative voice of the clubs and members of Te Puku o Te Ika (TPOTI). The regional executive committee is responsible for the management and administration of TPOTI and it shall be guided in all its activities by the Constitution of the organisation. It must account for its performance to both the regional committee (the committee consists of the regional executive committee and the Club representatives of TPOTI) and the Annual General Meeting (the meeting of all “ordinary members of TPOTI)

**TPOTI REPRESENTATION**

The regional executive committee are collectively the representatives of the regional organisation and may from time to time call on other members to represent the interests of the organisation to external interests. In all representative duties the regional executive committee will endeavour to ensure that TPOTI’s representative is suitably skilled to undertake the task; understands the expectations of the role and has the appropriate support to do so.

**MEETINGS AND TRAVEL REQUIREMENTS**

The regional executive committee is required to meet not less than four times a year and may at times meet as an executive outside of the four regional meetings.

• Regional committee meetings – 4 meetings per year

• NKOA meetings – if required

• Annual General Meeting – 1 meeting per year

**JOB DESCRIPTIONS**

The following job descriptions present a generic view of the duties of each office of the regional executive committee. All officers of the regional executive committee of TPOTI are expected to support the work of their colleagues and therefore of the organisation as a whole.

**President**

The President is the elected leader and vision driver of TPOTI. A number of skills and experience will support the President in the execution of his/her responsibilities.

The foremost responsibility of the President is to Chair TPOTIs meetings: all regional executive committee meetings, council meetings and the Annual General Meeting (as well as any other meeting deemed necessary by the regional executive committee).

Knowledge of meeting procedures, the organisations’ constitution, policies, opinions and structure will be important. The President is TPOTI’s first representative to external organisations.

The President with the regional executive committee is responsible for ensuring that the organisations’ affairs are managed and meet compliance and accountability requirements (this will include all contracts, financial affairs, Memorandum’s of Understanding, and all kinds of agreements with other parties).

It is essential that the President work closely with the Secretary and Administrator should the organization have one, to ensure that business is completed promptly and appropriately.

**Vice President**

Like the President, the Vice President (VP) is a public example of the organisation.

As well as deputising at meetings in the absence of the President, the VP should be as familiar as the President with policy and procedural matters of the organisation. In the unlikely or unforeseen event of the President’s resignation or death, the VP is required to take over the position until the replacement process is conducted.

**Secretary**

The Secretary needs to be:

* A good organiser
* Systematic and methodical in approach to tasks
* Diplomatic
* Knowledgeable and authoritative of the organisations’ affairs
* Willing to deputise

It is important for the Secretary to keep the President well informed. He / She needs to be totally open and honest with the President as well as with the other members of the regional executive committee.

The Secretary is the memory of the executive and as such she should bear in mind the responsibilities before, during and after meetings.

In particular:

* Plans, attends and minutes (including setting the agenda) regional executive committee and in consultation with the President
* Write up and distribute minutes within identified timeframe
* Note points of action for follow up in minutes
* Chief communications officer internally and externally i.e. answer all correspondence as approved by meetings; receive and acknowledge all incoming correspondence
* Advise change of office bearers to all relevant organisations
* Maintain a list and summary of all inward and outward correspondence
* Redirecting relevant correspondence to other members of the executive
* Support the Preparation of, writing reports and making submissions
* Distribution of discussion papers to the clubs for discussion and feedback.
* Reports on the progress of TPOTI submissions.

**Treasurer**

Any organisation that handles money needs a Treasurer. The Treasurer is the conscience of the organisation. The Treasurer keeps the financial records, takes care of the book‐keeping, prepares budgets, forecasts and other financial information which the organisation needs.

Duties:

* Provide a written receipt for monies received
* All monies to be banked promptly and bank receipt filed
* Record all monies and transactions in an itemised cashbook - Xero
* Reconcile cashbook against bank statements
* Send out annual renewal of affiliation accounts to all clubs
* Maintain full registration of members and branches of TPOTI.
* All club affiliations and member subscriptions fees are to be received by the Treasurer, on behalf of the regional body by the due date
* Prepare a profit and loss and balance sheet for each meeting
* All IRD returns are to be prepared and dispatched before due date.
* Prepare funding applications on behalf of TPOTI.

In particular:

* Ensure that regional body affiliations/subscriptions are paid annually
* File a copy of the annual accounts with the Companies Office
* Ensure that all grant/project monies can be readily identified within the cashbook and monitor expenditure in relation to the budget
* Provide financial accountability to funders for all grant/project monies by due date
* Compile and maintain an “asset register” for the organisation
* Keep financial archives for a minimum of seven years as required by IRD
* Attend all regular meetings, regional executive committee, AGM
* Budget for the years operations and any special events/projects
* Seek approval for payments and reimbursements
* Payment/receipting of all accounts and monies received
* Arranges annual review of accounts
* Participate on sub committees as necessary
* Registrations and subscriptions

**APPENDIX TWO**

**NOMINATIONS FOR TPOTI EXECUTIVE OFFICERS 2021**

Nominated for the position of:



President



Vice President



Treasurer

Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed form to be returned to: [tpoti@wakaama.co.nz](mailto:tpoti@wakaama.co.nz)