



**Grey Power
New Zealand
Federation
Incorporated**

Zone Guide

Zone Representative & Zone Director Information Guide:

August 2016

Presidents Message

The September 2014 Federation Board Meeting confirmed the need for a Zone Director/Zone Representative Information Guide and the responsibility for producing it was given to Bob Thompson, Jan Pentecost and former President Terry King.

During the information gathering process when members of the Modernization Plan Committee attended Zone Meeting's during 2011, a resulting clear message was Associations wanted their Zone Director to only be responsible for activities within the Zone and not be involved at national level.

As a consequence, the new position of Zone Representative came into being and adjustments were made to the role and responsibilities of Zone Director.

This Information Guide is designed to assist the Zone Director and Zone Representative and provide clarity to the respective roles.

It is a working document and feed-back and suggestions are welcome.

Tom O'Connor
President
August 2016

1. Zones and Legal Requirements

A Zone is a geographical grouping of Grey Power federated associations

Zone Representative & Zone Director Information Guide:

Zones are governed by the Grey Power New Zealand Federation Incorporated Constitution and By-Laws and are subject to the Board code of conduct

1.2. Compliance with Grey Power New Zealand Federation Inc.

Nothing in this Zone Guide can be contrary to the Grey Power New Zealand Federation Inc. Constitution.

1.3. Parameters

The origin of Zone Director/Zone Representative positions were the result of the modernization plan, 'Board Structure Working Party Report 2012' (P10)

The Grey Power Constitution, Bylaws and Governance Manual are the prime source documents for the management and running of a zone.

1.4. Meetings

Zone meetings must be held at least once a year. Accepted practice has established that Associations which make up a zone should meet up to four times a year.

1.5. Notice of Meetings

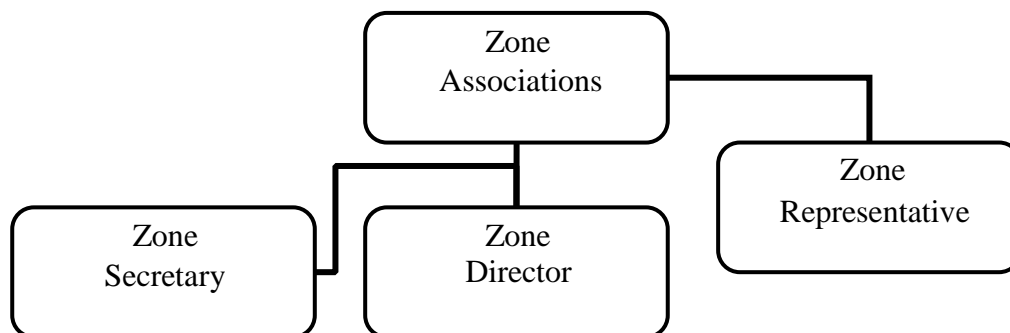
Adequate notice of all zone meetings should be given.

1.6. Legal Responsibilities

Minutes should be kept of all Zone meetings.

1.7. Zone Structure

It is generally accepted that all Grey Power Zones have a similar structure.



All positions are filled by election at an Annual General Meeting of the Zone.
(NB: Not all Zones have an elected/appointed secretary)

1.8. Term of Office

1.8.1 Zone Director one year as determined

1.8.2 Zone Representative two years or as determined

1.8.3 Secretary term as required

Zone Representative & Zone Director Information Guide:

1.9. Purpose of a Zone

9.1.2 The Zone is an integral part of the Grey Power New Zealand Federation Inc. structure. It is the prime point of contact between Associations and the Federation Board.

9.1.2 Zone meetings give associations the opportunity to discuss issues in an open forum. They:

- Provide feed- back by Zone Representatives on Grey Power New Zealand Federation Inc. Board policy.
- Act as a sounding board for ideas and resolutions relating to older people.
- Permit formation and discussion of remits on policy for Grey Power Federation AGM.
- Provide a mechanism for networking and mentoring of associations

1.10. Definition of Zone Representative and Zone Director

Zone Representative and Zone Director fulfil two separate and distinct roles. These roles are not interchangeable. Neither role is subservient to the other. Both Zone Representative and Zone Director are expected to work together in a cooperative manner.

1.11. Zone Representative

1.11.1 Is the elected Board member as described in the Zone Representative's job description.

1.11.2 As a Board Member the prime responsibility is to have a national focus in relation to Grey Power responsibilities.

1.11.3 Also represents Association views to the Board.

1.12. Zone Director

1.12.1 Is the elected leader of the Zone.

1.12.2 Is the main point of contact for zone affairs?

1.12.3 Is the person responsible for leadership and direction within the Zone by working closely with all Associations.

1.12.4 Works closely with the Zone Representative to foster and maintain effective liaison between the Board and every Association within the Zone.

Special Note: Both roles are independent.

1.13. Deputy Zone Representative and/or Deputy Zone Director

Should the need arise, for whatever reason, a Zone may elect a Deputy Zone Representative and/ or a Deputy Zone Director.

2. Zone Representative

This section defines the duties and role of Zone Representative of Grey Power Federation Inc.

Zone Representative & Zone Director Information Guide:

2.1. Appointment

Elected at a Zone meeting in accordance with the Federation Constitution

A CV of the successful candidate must be forwarded to the Grey Power Federation Secretary before the representative attends his/her first Board meeting

2.2 Objectives (Aim)

To advance, support and protect the welfare and well-being of older persons in New Zealand through the efficient, effective functioning of Grey Power New Zealand Federation Inc.

2.3. Composition - One person as elected by the specified Zone

2.4. Essential Requirements

2.4.1. A clear understanding that they must represent national interests

2.4.2. Strong and effective leadership skills

2.4.3 A commitment to the work of the Grey Power New Zealand Federation Inc.

2.4.4. Acceptance of a chair of a standing committee/national advisory group

2.4.5. Ability to communicate the aims and objectives of the Grey Power Federation effectively

2.4.6. A willingness to attend Board meetings, Zone meetings, Standing Committee meetings, National Advisory Group and/or other specified meetings as required

2.4.7. To maintain confidentiality

2.4.8. To participate in Grey Power New Zealand Federation Inc. Board meetings and uphold decisions

2.4.9. To be fully informed on all Grey Power New Zealand Federation Inc. matters

2.4.10. Have access to and be familiar with the use of electronic media

2.4.11. To pass all relevant information on to their successor

2.5. Authorities

Be guided by the Grey Power Federation constitution and goals, the Code of Conduct and other relevant Grey Power policies

2.6. General Duties

2.6.1. To attend specified Board meetings as and when required.

Zone Representative & Zone Director Information Guide:

2.6.2. To have collective responsibility for the governance and management of the Grey Power Federation

2.6.3. Work with all Board Members in a harmonious manner

2.6.4. Assist in the development of strategies to enhance the well-being of Grey Power

2.6.5. Assist and attend to all membership issues of interest nationally to Grey Power members effectively and efficiently

2.6.6. Assist in determining the Board's overall priorities and the short and long term priorities of Grey Power New Zealand Federation Inc.

2.6.7. Participate in relevant Standing Committee and/or National Advisory Group meetings and assist in preparing work plans for each issue the Committee/ National Advisory Group is working on and carry out the tasks as set out in the plans as requested by the relevant chair

2.6.8. Provide input to reports and decisions as required

2.6.9. Assist the Communication and Technology and Membership Standing Committees to ensure membership publicity material is relevant and up to date

2.6.10. Assist and advise the Advocacy Standing Committee to keep up to date with current issues

2.7. Specific Duties

2.7.1. Chair a specific Standing Committee/s or National Advisory Group as decided by the Executive Committee and ratified by the Board

2.7.2. Have a sound working knowledge of Committee or National Advisory Group working requirements

2.7.3. Demonstrate effective leadership and motivation of Standing Committee or National Advisory Group

2.7.4. Provide a report for Zone meetings of the activities and issues that have been raised at Board level

2.8. Budget

Provide a list of expected expenditure to the Chair, Finance and Investments Standing Committee

2.9. Deputy Zone Representative

Should the need arise, for whatever reason, a Zone may elect a Deputy Zone Representative

Zone Representative & Zone Director Information Guide:

2.10. Term of Office

For a two-year period as specified in the Grey Power NZ Federation Inc. Constitution or as determined by the Zone

3. Zone Director

This section defines the duties and role Zone Director of Grey Power Federation Inc. As the team leader he/she must have the ability to guide, motivate and inspire the Zone through effective and regular communication

A Zone is a geographical grouping of Grey Power federated associations.

The Zone Director and Zone meetings are subject to the code of conduct. (See notes)

3.1. Appointment

Elected by Association members of a specified Zone

3.2. Objectives (Aim)

To advance, support and protect the welfare and well-being of older persons in New Zealand through the efficient, effective functioning of Grey Power New Zealand Federation Inc.

3.3. Composition

One elected by associations within a specified Zone

3.4. Requirements

3.4.1. Strong and effective leadership skills

3.4.2. A commitment to the work of the Grey Power Federation

3.4.3. The ability to communicate effectively the aims and objectives of the Grey Power Federation

3.4.4. A willingness to attend meetings as required

3.4.5. To maintain confidentiality

3.4.6. To support and participate in Zone affairs

3.4.7. To be fully informed on all Grey Power New Zealand Federation Inc. matters

3.4.8. Have access to and be familiar with the use of electronic media

3.5. Authorities

3.5.1. Be guided by the Grey Power Federation aims and goals, the Code of Conduct and other relevant Grey Power policies

3.5.2. To convene at least one Zone meeting per year, ideally there should be four

3.5.3. To contact the President directly, in conjunction with the Zone Representative, on any matter concerning the well-being of Grey Power

3.6. Specific Duties

3.6.1. Chair all Zone Meetings unless absent

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3.6.2. Oversee the election of a Zone Representative

3.6.3. Ensure that a C.V. of the successful Zone Representative candidate is forwarded to the Grey Power Federation Secretary before the Zone Representative attends his/her first Board meeting

3.6.4. Provide back up support for Zone Representative

3.6.5. Work with all Associations within the Zone in a harmonious manner

3.6.6. Assist in the development of strategies to enhance the well-being of Grey Power associations within the Zone

3.6.7. Assist and attend to all membership issues of interest to Grey Power members effectively and efficiently

3.6.8. Participate in Zone meetings

3.6.9. Provide input to reports and decisions as required

3.6.10. Ensure the Zone Representative and Grey Power Federation Board are fully informed on issues raised by constituent associations

3.6.11. Provide a written report for the Federation Board and Standing Committees and National Advisory Groups, prior to Federation Board meetings, of activities and issues that have been raised within the Zone. Failure to provide regular reports will result in non-payment of a Zone Director's AGM expenses by the Federation.

3.6.12. Provide written reports on issues raised by Zone associations for inclusion in the Bulletin

3.6.13. Obtain prior approval from the Zone for any necessary expenditure

3.6.14. Oversee the election of a Deputy Zone Director to act on the Zone Director's behalf when the Zone Director is unavailable for whatever reason and if required by the Zone

3.6.15. Ensure that a copy of the Zone minutes is sent to the Grey Power Federation Office

3.6.16. Ensure that all Zone remits for the Federation AGM are processed in an efficient and timely manner

3.7. Term of Office

1 year term or as determined by the Zone association delegates

Zone Representative & Zone Director Information Guide:

3.8 Zone Representatives and Zone Directors to take office:

3.8.1 Zone Representatives will be elected at a Zone Meeting. The person so elected will take office immediately on completion of the Zone meeting.

3.8.2 Zone Directors will be elected at a Zone Meeting. The person so elected will take office immediately on completion of the Zone Meeting.

Notes:

Code of Conduct

Policy Adopted by: Grey Power New Zealand Federation Incorporated Board, March 2014

Grey Power New Zealand Federation Incorporated (herein thereafter referred to as

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“the Federation”) Code of Conduct.

Application of the Code

This code of conduct applies to Federation Board members, delegates at Federation annual or special general meetings, Zone Directors, National Advisory Group Chairs or any Grey Power member representing the Federation Board in any capacity.

Purpose of the Code

- a) To set minimum standards of behaviour and enable those to whom the Code applies to:
- b) Understand the standards of conduct expected of them,
- c) Act in a way that enhances member and public confidence in the integrity of the Federation.

Code Principles

- a) The over-riding principle is that no member shall bring the Federation into disrepute through unethical behaviour. Specifically:
 - i. Disrespectful or discriminatory physical, verbal or written action directed towards any member or members of the Federation is unacceptable (refer notes).
 - ii. Debate at properly constituted forums/meetings of the Federation shall be based on an honest, dignified and frank exchange of views and individuals shall have the right to express opinions that differ or are contrary to those of other members without prejudice.
 - iii. A member’s association with the Federation shall not be for personal gain or profit,
 - iv. No member shall at any time, without the fully sanctioned legal authority of the Federation Board, commit or contract by deliberate act or omission any contractual arrangements or payments binding on the Federation Board, with a third party,
 - v. A member’s action either by deed or word shall not be contrary to the stated aims and objectives of the Federation.

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NB: Because the Board is the legally elected body which determines, through proper process, the official stance or policy of the Federation on any matter it deems appropriate to its aims and objectives only the President or his/her nominee or the nominee agreed to by the full Board is authorised to represent or speak on behalf of the Federation.

Code of Conduct Breaches

- a. An alleged breach of this code of conduct shall be deemed to occur when a current, financial member makes a complaint to the Federation Board President, in writing, that she/he believes a principle/principles, as stated above, have been contravened.
- b. The breach allegation shall be treated in accordance with the Federation Constitution 9.4 clauses (i), (ii) and (iii).

Penalties for Code of Conduct Breaches –

Any association member found to be in breach of the Grey Power Federation Code of Conduct, following the procedures outlined in 4. above and after the process outlined in the Federation Constitution 9.4 clause (i) has been followed, shall, at the discretion of the board, be disqualified from holding any Federation office or participating in any official capacity at any Federation general meeting for a period of 12 months from the date of that finding, provided that the member found in breach shall be given 28 days from the date of the finding to present an explanation. This provision shall not apply to Zone or Association activities.

Notes:

Definitions in this Code are:

Disrespect means acting towards another/others with contempt –not to act in an acceptable and morally correct way.

Discrimination means to treat people badly usually on the basis of race, colour, sex or class

Abuse means the improper use of something, e.g. insulting, offensive language, sexual assault, cruel and violent treatment

Included within the above is defamatory, belittling, intimidating, offensive, derogatory and unlawful action:

Defamatory means causing damage to someone's reputation,

Belittling means to make some-one feel unimportant,

Intimidating means to frighten in a threatening way,

Offensive means behaviour that is rude and upsetting,

Derogatory means to be critical and scornful of another/others.

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Zone Agenda

It is recommended that all meetings have a prescribed agenda
A fixed format speeds up the meeting and gives structure to proceedings.

Recommended Agenda Format

Open Meeting

Welcome

Roll call (list of persons or associations present)

Apologies

Minutes of Previous Meeting (corrections, matters arising, adoption)

Items of late General Business

Correspondence

Zone Representative Board Report

Association Reports

General Business

Date and venue of next Meeting

Meeting Closure

Specific Items

If known list any specific items

Reimbursement of Costs:

It is recognised that elected office holders and others providing support should be reimbursed for direct costs incurred in the performance of their duties.

Who Can Claim

Office holders elected at the AGM

Zone Representatives

Zone Directors

Chairpersons of the National Advisory Groups and Standing Committees

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What Can Be Claimed

Road travel (including transfers), accommodation and meal costs when attending Board Meetings, Advocacy Trips, and other meetings agreed by the President and the AGM (unless attending as an association delegate).

Broadband, and internet-\$50 per month

Toll calls related to Grey Power business

One toll call home per day, when staying at a hotel on Grey Power Business.

Printer ink, Fax and Printer paper, (Stamped envelopes will be provided by the Federation Office.)

Conference calls with your committee as needed.

Zone Directors and Zone Representatives As Above PLUS

Travel, accommodation and meals when attending your Zone meetings

Costs of registration for the Zone meeting

The President may vary these procedures on an individual basis if requested.

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Zone Reports to Board Meetings

It is the Zone Directors' role to report to the Grey Power New Zealand Federation Inc. Board meetings on Zone activities:

These by their very nature are generic and tend to summarise a number of activities.

The report should contain current and future issues or activities.

They are not newsletters, so try to avoid chatty styles; if individual association activities or initiatives are being reported on then be specific. Factual and to the point, if you have little to report it is not necessary to pad out just to make it look like you have done something.

The report should be restricted to approximately 250 words.

What to Report

Key Activities for the last three months:

Summary of submissions sent either by the Zone or Associations (if any):

Ideas and Issues for the board to consider:

Recommendations for the Board to act on:

This report or an abridged version will appear in the Bulletin

Purpose of Bulletin

The purpose of the Bulletin is to provide associations with a summary of reports presented to the Grey Power New Zealand Federation Inc. board meetings.

Some basic rules

1. Type your report in MS word or similar.
2. The type face is your choice.
3. Give it a recognisable file name: i.e. Save As: Bulletin Law and Order June 2015
4. Length should be no more than one page, as rule of thumb one page of text in 12 pt font will equate to one page in the bulletin
5. Should the report be longer it may be edited.
6. Time line for reports. Your bulletin report should be sent to the editor with seven days of the Board Meeting.
7. Email your report to bobndi@clear.net.nz as an attachment.
8. DO NOT send your report in PDF format.
9. DO NOT include your report in the main body of the email.

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10. If the editor has any concerns about a report it will be referred back to the writer.

Who should present a report?

President, Board Members as required, Zone Directors, Chairs of Committees, Chairs of National Advisory Group, Other as instructed by the President. Please note the Bulletin is a public record, so ensure facts quoted are quantifiable. Board reports presented in committee are not published or referred to in the bulletin.

Publishing date for the Bulletin is 14 days after the Board meeting.

How to Format a Remit

Experience has shown that remits presented at Grey Power Federation AGM's are more likely to be accepted if they are properly formatted.

The following guide lines are designed to assist your association in the Remit process

What type of remit is it?

There are two types of remits.

- a) Constitutional
Requires 66% of delegates and proxies to vote for the remit to change constitution
- b) Policy Requires a simple majority of delegates and proxies for the remit to be adopted as policy
- c) Remits can be sent at any time to the Grey Power Federation Board

What is the reason for your remit?

The reason for the remit must be relevant:

- d) There must be a clear explanation of the goal the remit is expected to achieve
- e) Do you have supporting evidence that your remit if accepted will achieve its stated aim

Wording your remit

It is important that the wording be clear

- a) Make sure your remit covers only one issue, it is better to have two or more remits to ensure what you are attempting to achieve is not confusing the reader.
- b) Use language that is understood and clear
- c) Short sentences are best
- d) Do not assume everyone understands acronyms (i.e. WHO World Health Organisation)

References

If your remit is based on known facts the given source.

- a) Example 2011 census statistics those 60 plus
- b) Quote author if known

Zone Representative & Zone Director Information Guide:

Get signatures

Make sure proposer and second have signed

If zone endorsed, make sure Zone Director has signed