



STANDING ORDERS (HANDBOOK)

AS AT 28 AUGUST 2018

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1. INTRODUCTION AND ORGANISATION

- 1.1 Te Ropu Wahine Maori Toko i te Ora, also known as the Maori Women's Welfare League, ("the League") is an organisation whose main object is to provide and promote leadership for the purpose of enabling members to effectively participate in the spiritual, social, cultural, environmental and economic wellbeing of their whanau and community.
- 1.2 This Handbook is designed to clarify the operation and activities of the League and should be read in conjunction with the Constitution. In the event that there is conflict between the provisions of the Constitution and the provisions in this Handbook, the provisions of the Constitution will prevail.
- 1.3 The Motto for the League is "Tatau Tatau", an all-inclusive expression meaning "All of us" or "All of us together".
- 1.4 The organisation is comprised of Members, Branches, Regional Councils, a National Executive Committee and National Council.

2. INTERPRETATION - GLOSSARY OF TERMS USED

Ad Hoc Sub-Committee: A sub-committee established by National Council, National Executive Committee, Regional Council, Regional Executive Committee or a Branch for a particular purpose that is answerable and accountable to the body that establishes it.

Affiliation: Formal recognition, association or attachment to the League.

Affiliation Fees: Levies paid by members and Branches to the Treasurer of Regional Executives and to National Office on behalf of National Council.

Agenda: The order of business to be conducted at a meeting.

Amendment: Change or alteration to a remit or motion.

Auditor: An independent examiner of account to examine and report on the annual financial accounts.

Balance Sheet: A summary of all accounts of the League including receipts, payments, assets, liabilities, investments, reserve, capital funds and equity.

Ballot: A system of voting by which voters mark their voting papers.

Ballot Papers: Voting papers.

Budget: An estimate of revenue and expenses over a defined period of time.

Capital Expenditure: Expenditure devoted to the acquisition or upgrade of an asset of an enduring character and not to ordinary running expenses.

Constitution: The Constitution of Te Ropu Wahine Maori Toko i te Ora (Maori Women's Welfare League), being the version most recently filed in the Companies Office or its successor.

Delegate: A member of a League Branch elected to attend a meeting to vote according to the instructions of her Branch.

Financial Statement: Statement of the current financial position.

In Committee: Motion to move meeting into a closed session to discuss a matter without taking minutes.

Leave to Withdraw: Formal permission to withdraw from formal proceedings.

Liabilities: Sums or amounts owed.

Majority Vote: The greater number or more than half of the total.

Minutes: Formal record of the proceedings of any meeting, including Conference records of the League and sub-committees. Minutes must be read, amended, approved and signed by the Chairperson at the next meeting. Once signed they cannot be altered.

Motion: Formal recommendation put to a meeting for consideration and debate.

Point of Order: A procedural point that asserts a matter has not followed the proper process. A point of order requires a determination by the Chairperson as to whether the Point is upheld or not.

Quorum: Minimum number required for a meeting to pass business. For the League a quorum is 51% of branches, members or committee members and includes those branches or members that register an apology.

Remit: A proposal that includes a statement requesting a Constitutional change, an introduction or change of policy, or the introduction or alteration to a General, Branch, Regional or National Standing Order.

Resolution: The formal outcome or decision following consideration of a remit or motion.

Standing Order: Procedural rules that apply collectively or separately at a Branch, Regional Council, National Executive and National Council level.

Standing Sub-Committee: A sub-committee established by National Council, National Executive Committee, Regional Council, Regional Executive Committee or a Branch to undertake particular work, that is answerable and accountable to the body that establishes it.

3. GENERAL STANDING ORDERS

3.1 Patron

3.1.1 The National Council shall appoint a Patron.

3.2 Sub-Committees

3.2.1 A sub-committee may either be a Standing Sub-Committee appointed to do specific work or an Ad Hoc Committee appointed for a specific purpose.

3.2.2 The term of a sub-committee is determined by the Council or Executive Committee or Branch that establishes it.

3.2.3 At least one member of the Branch, Regional or National Executive Committee should be appointed to each sub-committee in order that she is responsible for reporting to the establishing body's Executive Committee.

3.2.4 A sub-committee may appoint a chairperson from amongst its members. Examples of sub-committees include competitions, entertainment, nominations, Nga Pu Korero o Apopo, submissions, etc.

3.2.5 The body establishing the sub-committee must state clearly in writing the terms of reference for the particular sub-committee.

3.2.6 A sub-committee can only incur expenses if it has submitted an estimate of expenditure that has been approved in writing by the body that established the sub-committee. Any approved payments must be paid by the establishing body and any funds received by the sub-committee must be paid directly to the establishing body.

3.2.7 A sub-committee must submit regular reports to the establishing body.

3.2.8 Any decisions of the sub-committee must be recommendations to the establishing body and cannot be implemented until they have been accepted and authorised by the establishing body.

3.2.9 If an Ad Hoc Committee has not finished the work it was established to do by the time the establishing body retires, the Ad Hoc Committee is regarded as having retired and will require re-appointment by the incoming body to complete the work.

3.3 Motions and Resolutions

3.3.1 A motion is a formal recommendation put to a meeting for consideration and debate.

3.3.2 The procedure for motions is as set out in clauses 7.4.8 – 7.4.13 of the Remit, Amendment and Resolution Procedure.

3.3.3 A motion to set aside any Standing Order must be carried by 75% of those persons entitled to vote at the meeting.

4. GENERAL STANDING ORDERS - REGIONAL AND BRANCH

4.1 Meeting Procedures

4.1.1 The Chair shall be taken by the President, or in her absence, by the Vice President. If both the President and Vice President are absent, then a Chairperson shall be appointed from the floor.

4.1.2 The order of business recommended for an ordinary meeting shall be:

- i) Karakia timatatanga and Mihi
- ii) Nga Mate
- iii) Apologies
- iv) Minutes of last meeting
- v) Matters arising from previous Minutes
- vi) Correspondence
- vii) Finance
- viii) Reports
- ix) General business
- x) Arrangements for next meeting
- xi) Karakia whakamutunga

4.1.3 A speaker should address the Chairperson at all times and not other members present.

4.1.4 The Agenda for an Annual General Meeting shall include the following:

- i) Minutes of last Annual General Meeting
- ii) Presentation of Annual Report
- iii) President's Report and Adoption of Annual Report
- iv) Treasurer's Report and Adoption of the Annual Financial Statement
- v) Appointment of Auditor for the coming year
- vi) Appointment of Returning Officers
- vii) Ballots for the election of Executive Committee
- viii) Resolutions, if any
- ix) Announcements of the results of the Ballots

4.1.5 The newly elected President and the Executive Committee do not take office until the conclusion of the Annual General Meeting.

4.1.6 The adoption of the Annual Report is moved by the President or Chairperson. This is an opportunity for a review of the year's work. After the Annual Report has been moved and seconded for adoption, it is open for discussion.

4.1.7 If any member wishes to offer suggestions as to the way in which certain business may have been better carried out, or wishes to criticise the actions of the Executive Committee in any way, she should do so before the Annual Report has been put to the meeting for final adoption.

4.1.8 An Extraordinary General Meeting may be called by the Executive Committee of its own volition and must be called on receipt of a petition signed by members representing 25% of the number of financial members or branches.

4.1.9 The quorum for any meeting is 51% of members or branches.

4.2 Executive Committee Member Roles

4.2.1 The President must be a financial member of the branch or region. The President presides over all meetings at which she is present. Her duties are as follows:

- i) Be punctual at meetings and insist on punctuality in others.
- ii) Before any meeting go over the Agenda and be conversant with the business to be transacted.
- iii) Welcome visitors and prospective members. Introduce visiting speakers to the meeting and arrange for a member to propose a vote of thanks.
- iv) Ensure that strict etiquette is observed at meetings. The following protocol is appropriate in order of rank when addressing official guests at a meeting: The Maori King or Queen, the Queen or King or her/his Representative, Governor General, Prime Minister, Mayor, National President, Cabinet Minister, Members of Parliament, Presidents of Kindred Organisations, and other distinguished guests.
- v) Control meetings, be impartial, give a lead where necessary, ask members for suggestions and opinions and determine when it is time for a discussion to end and for the matter to be put to the meeting.
- vi) To not vacate the role of chairperson until the close of the meeting.
- vii) To adhere to the time limits for speakers.
- viii) To keep discussions to the point in issue and not to re-open matters that have already been determined.
- ix) In the event of a tied vote, she has a casting vote, except for ballots.
- x) To call on properly appointed officers to perform their respective duties; she should not perform them herself except in very special cases.

4.2.2 The Vice President must be a financial member of the branch or region. She is an elected member of the Executive Committee and her duties are as follows:

- i) To act for the President if and when the occasion arises.
- ii) To have a knowledge of procedure and of business matters so that she can take the President's place, if necessary.
- iii) She can express an opinion and vote at meetings.
- iv) She should meet any visiting guest speakers and at the appropriate time, introduce them to the President.
- v) She should preside over the election of the President if the President is returning for a further term of office.

4.2.3 The Secretary must be a financial member of the branch or region and is an elected member of the Executive Committee and her duties are as follows:

- i) She is responsible for arranging meetings and notifying members of the date, time and place of the meeting.

- ii) She prepares the Agenda in consultation with the President.
- iii) To receive and record apologies.
- iv) To keep clear, accurate and concise Minutes of meetings. Minutes should record the date, time, place of meeting, name of members present, subjects discussed, decisions reached and resolutions carried. No detailed account of a guest speaker's presentation need be given but the name of the speaker and the title of the speech or presentation should be recorded.
- v) To ensure the Minutes are signed and dated by the President when confirmed as a true and correct record.
- vi) To keep in contact with sub-committees and Ad Hoc committees and to obtain regular reports.
- vii) To deal with all correspondence, which includes letters, faxes and emails, promptly and where stated by the due date.
- viii) To compile a list of all incoming and outgoing correspondence for meetings.
- ix) To ensure that all members receive copies of correspondence sent from Regional Council or Regional Executive in a timely manner.
- x) To keep copies of all outgoing correspondence.
- xi) To ensure that outgoing correspondence reflects the views of the Executive and are not personal views.
- xii) To prepare the Annual Report with the President.
- xiii) To prepare ballot papers if a ballot is necessary with the names of nominees in alphabetical order.
- xiv) If required, to prepare a report of the meeting for publication, including for websites.
- xv) She can express an opinion and vote at meetings.

4.2.4 The Treasurer must be a financial member of the branch or a region and is an elected member of the Executive Committee. Her duties are as follows:

- i) She is responsible to the Executive Committee.
- ii) To make payments for accounts that the Executive Committee has approved, except for those paid out of petty cash.
- iii) To ensure all money received is paid into the bank in full.
- iv) To pay all accounts in the form directed by the Executive Committee, and ensure that no approved cheque signatories sign "blank cheques".
- v) To ensure all payments, including affiliation fees and levies are made by the due date.
- vi) To present a financial statement at meetings.
- vii) To prepare a statement of accounts for auditing and presentation at the Annual General Meeting. After reading, the statement is to be tabled.
- viii) To provide the independent auditor with all accounts, receipts, bank books, all financial documents and. Minute books.
- ix) To keep updated accounts books that allow easy examination of finances at any time.
- x) To ensure that any "special funds" raised for a specific purpose are only used for the stated purpose.

4.3 Activities

4.3.1 Branches and Regional Councils must develop wide interests and keep abreast of current issues that concern their community and the nation as a whole. One of the aims of the League is to strengthen the spirit of co-operation amongst members and working for the good of all and particularly to advance the spiritual, social, cultural, environmental and economic wellbeing of their whanau and community.

4.3.2 Branches and Regional Councils should work co-operatively with outside bodies and organisations and where possible secure representation on committees dealing particularly with issues affecting Maori in health, housing, education and local government.

4.3.3 Branches and Regional Councils should keep a written record for future reference of history, customs, traditions, accounts of events of special interest in their communities and regions. When recording members names it is advisable to record their family name.

5. STANDING ORDERS – BRANCH SPECIFIC

5.1 Voting Processes

5.1.1 Any financial member of the Branch is entitled to nominate members for the office of President, Vice President, Secretary and Treasurer (Branch Executive Committee) with the consent of the nominee.

5.1.2 Each Branch Executive Committee can decide to conduct the election of Officers from any of the following options:

- i) By accepting nominations from the floor at the Annual General Meeting.
- ii) By sending written nominations to the Branch Secretary at least two weeks prior to the Annual General Meeting.
- iii) By handing written nominations to the Branch Secretary at the Annual General Meeting.
- iv) By nominating in their absence someone who has agreed in writing to hold the position.

5.1.3 If insufficient nominations have been received prior to the Annual General Meeting, those nominations that have been received are automatically declared elected. A ballot or a show of hands is then held if necessary between those nominations to complete the required number of Branch Executive Committee members.

5.1.4 The election of the Officers and Executive Committee may be conducted at the Annual General Meeting by secret ballot.

5.1.5 Only financial members are entitled to vote.

5.1.6 The Branch Executive Committee shall consist of not fewer than 3 members.

5.1.7 Delegates for the Regional Council and National Council meetings to which the Branch may send representatives shall be elected by ballot or by a show of hands at a Branch meeting, if more nominations are received than the number of places available.

5.1.8 Should an elected delegate be unable to attend any meeting, a substitute may be elected at any subsequent meeting of the Branch, or, if time does not allow holding a further meeting, she may be appointed by the Branch Executive Committee.

5.1.9 All nominations for National President, National Vice President, Regional Area Representative and Regional Executive Committee must be brought to the Branch meeting and approved by a majority of members.

5.2 Meeting Procedures

5.2.1 A Branch shall endeavour to meet monthly on a day and at an hour and place agreed upon.

5.2.2 A sufficient number of Executive Committee meetings should be held at the discretion of the Branch Executive Committee to ensure the smooth running of the Branch.

5.2.3 The Annual General Meeting shall be held in August.

5.2.4 Notice of an Extraordinary General Meeting, including the date, hour, place and purpose of the meeting shall be sent to members not less than 10 days before the date of the meeting.

5.3 Amalgamation of Branches

5.3.1 If Branches wish to amalgamate the Regional Area Representative should be notified and she will convene a meeting with all interested parties to discuss amalgamation and come to an amicable arrangement regarding assets, meeting places, etc.

5.3.2 The Regional Area Representative should keep the Regional Council and National Office informed of progress and arrangements.

5.3.3 The name of the oldest Branch is to be adopted.

5.4 Branches Going Into Recess

5.4.1 No Branch shall go into recess, except at the vote of the majority of members at an Extraordinary General Meeting attended by the Regional Area Representative.

5.4.2 If a Branch goes into recess, the balance of the funds remaining after payment of all liabilities, trophies, minute books, banners, etc must be handed to

National Office to hold until the Branch is re-opened or for 2 years, whichever is the shorter period.

5.4.3 No Branch shall go into recess without notifying National Office.

5.4.4 If after 2 years a Branch has not re-opened, National Executive Committee shall determine the final disposal of funds and property held.

6. STANDING ORDERS – REGIONAL SPECIFIC

6.1 Voting Processes

6.1.1 A Regional Executive Committee shall call for nominations for the Regional President and Regional Executive to the required number.

6.1.2 Nominations may be made by any financial Branch belonging to that Regional Council.

6.1.3 Nominations must be in the hands of the Regional Secretary by a date determined by Regional Executive Committee in order that the list of nominees can be circulated to the Branches.

6.1.4 The closing date should be at least one month (preferably 2) before the Regional Annual General Meeting.

6.1.5 A Regional Executive Committee shall consist of not fewer than 5 and not more than 8 elected members.

6.2 Meeting Procedures

6.2.1 There shall be a minimum of 3 ordinary meetings of Regional Council each year, one of which shall be the Annual General Meeting.

6.2.2 The representation at meetings shall be the Regional Executive Committee and such number of delegates from each Branch as determined in accordance with Part VIII of the Constitution.

6.2.3 At least 2 months notice shall be given by the Regional Secretary of an ordinary meeting and should specify the date by which resolutions for a preliminary agenda may be submitted, being at least one month before the date of the meeting.

6.2.4 A preliminary agenda should be circulated at least 2 weeks before the meeting.

6.2.5 At least 28 days notice is required for an Extraordinary General Meeting and only the business of the Extraordinary General Meeting shall be conducted at the meeting.

7. STANDING ORDERS – NATIONAL SPECIFIC

7.1 Voting Processes

7.1.1 The voting processes for National President and National Vice President are outlined in Part XI (3)(4) and (6) of the Constitution.

7.1.2 National Office is to provide each Regional Area Representative with advice as to the financial status of all Branches within their region by 31 May of each year. Branch secretaries of overseas Branches will be provided with advice as to the financial status of their branch by 31 May of each year.

7.1.3 National Office shall prepare separate ballot papers for the election of National President and National Vice President.

7.1.4 The ballot papers shall show the candidates' names in alphabetical order and show clearly the number of persons to be elected. The ballot papers will have the Branch name and region printed on them prior to distribution and are to be signed by the Branch President and **one** other Branch executive member, whose names will be specified on the voting paper.

7.1.5 Receipt of ballot papers by a Branch is confirmation that the Branch is financial. All ballot papers returned are deemed to be from Branches that are financial. Ballot papers can only be invalidated by the Returning Officers at the time of counting if they are marked incorrectly or are not signed by the named Branch executive members.

7.1.6 Ballot papers must be marked with a tick " ✓" next to the name of the candidate for whom they wish to vote. If a ballot paper is filled in incorrectly, prior to the closing date, it may be destroyed and another ballot paper can be requested in writing from National Office.

7.1.7 Returning Officers are selected by National Executive and must be independent and experienced in the role of Returning Officers.

7.1.8 Every scrutineer appointed by a candidate is to observe the opening of each unopened voting paper by the Returning Officers and is entitled to keep a record of the votes cast. Each scrutineer must sign a confidentiality agreement to keep the details or numbers of the votes cast confidential.

7.1.9 No member of the National Executive Committee, candidate for election or employee of the League shall be present when the voting papers are opened and the votes counted.

7.1.10 Any objection to the voting process undertaken is to be made to the National Executive Committee in writing within 14 days of the election.

7.2 National Executive Committee Roles

7.2.1 The National President has the duties set out in clause 4.2.1 but as the Ambassador of the League she has a responsibility to maintain the status of the League. The National President shall also:

- i) Represent the League when invited.
- ii) Maintain the reputation and credibility of the League at all times.
- iii) Preside over all meetings of the National Executive Committee and National Council.
- iv) Maintain all resolutions passed at National Executive Committee meetings and National Council meetings.
- v) Demonstrate leadership at all times.
- vi) Maintain effective communication between all parts of the League.
- vii) Make public statements on behalf of the League.

7.2.2 The National Vice President has the duties set out in clause 4.2.2 but also has a responsibility to provide a supportive role to the National Executive Committee. The National Vice President shall also:

- i) Participate in decision making at National Executive Committee meetings.
- ii) Preside over meetings and attend functions in the absence of the National President.
- iii) Be available for national issues.
- iv) Maintain the status and credibility of the League at all times.
- v) Demonstrate leadership.

7.2.3 The Regional Area Representative shall be:

- i) Elected by a Regional Council to represent the views of its members at a national level.
- ii) Responsible for disseminating information from the National Executive Committee and National Office to Regional Council and Branches in her region and must maintain effective communication between the National Executive Committee, Regional Council, Branches and members.
- iii) Responsible for setting up new Branches within her region.
- iv) Host liaison person when a National Conference is held within her region.
- v) Responsible for attending 4 National Executive Committee meetings on behalf of her region.
- vi) Responsible for servicing the needs of the members and Branches of her region.

7.3 Meeting Procedures

7.3.1 The meeting procedure for National Conference and Annual General Meeting is set out in Part XII of the Constitution.

7.3.2 Minutes are to be taken by at least one experienced external minute taker.

7.3.3 Voting shall be by voice or on a show of hands and if unclear will be collated by region by the Regional Area Representatives and by a representative of any overseas Branch present.

7.3.4 Any member may rise to speak to a Point of Order alleging a breach of process which may relate to the Constitution or Standing Orders. She must speak to her Point of Order only and no further speakers can be heard. The Chairperson can accept or decline the Point of Order.

7.3.5 The cost of the Regional Area Representative's travel and accommodation at each of the 4 National Executive Committee meetings is the responsibility of the region she represents.

7.3.6 National Office shall cover the accommodation and travel costs of National Executive members attending National Conference and any general meetings called by the National Executive Committee.

7.3.7 An Open Forum, as distinct from a matter of General Business, shall be provided at National Conference, at the discretion of the National Executive Committee, where a matter of concern is raised by a member.

7.4 Remit, Amendment and Resolution Procedure

7.4.1 A remit shall be sent to National Office by a date advised by National Office which must preferably be at least 5 months before the date of the National Conference.

7.4.2 A remit must be in the name of a Branch.

7.4.3 Each remit will contain the wording proposed and a rationale that sets out clearly the reasons for the proposed remit.

7.4.4 The National Executive Committee shall be responsible only for putting into correct form remits which involve alterations to the Constitution and for the order in which remits appear on the Agenda.

7.4.5 The remits are circulated to Regional Councils and Branches as a preliminary Agenda preferably at least 3 months before the National Conference. The National Executive Committee can reduce that time to 28 days in exceptional circumstances.

7.4.6 The preliminary Agenda will state the final date for receipt of notices of proposed amendments to the circulated remits or notices of withdrawal of any remit. A remit can only be withdrawn by the Branch that submitted it.

7.4.7 The final Agenda will include all proposed remits and any proposed amendments to those remits.

7.4.8 Before any discussion takes place on the remit, it must be seconded. If there is no seconder the remit lapses for want of a seconder and there is no further discussion. That lapse includes any proposed amendment.

7.4.9 Once a remit is seconded, the proposer is allowed a maximum of 3 minutes to speak to the remit. The seconder is allowed a maximum of 2 minutes to speak. A maximum of 2 speakers opposed to the remit may speak for a maximum of 2 minutes each. The proposer of the remit has a right of reply of no more than 3 minutes.

7.4.10 In the event of a proposed amendment it must be seconded. If there is no seconder the amendment lapses for want of a seconder. If there is a seconder the process is, as if it were a remit, as set out in 7.4.9 above.

7.4.11 If the amendment passes, the original remit is amended and the process is as set out in 7.4.9 above.

7.4.12 If the amendment is lost, the original remit stands and the process is as set out in 7.4.9 above.

7.4.13 Once the remit passes, with or without amendment, it becomes the resolution.

7.4.14 Amendments may be accepted at the National Conference in exceptional circumstances at the discretion of the Chairperson.

7.4.15 Any remit proposing to alter the Constitution requires the agreement of 75% of Branches entitled to vote at National Conference. All other remits require 51% to pass.

7.4.16 No resolutions shall be forwarded to the Prime Minister, Cabinet Ministers, Government Departments, Public Bodies or National Organisations except through the National Executive Committee.

7.4.17 National Office will advise the secretary of each Regional Council and the secretary of any overseas Branch of the status of each resolution passed by National Council at 4 monthly intervals following the conclusion of National Conference.

APPENDIX

NATIONAL EXECUTIVE COMMITTEE ROLES AND DUTIES AT NATIONAL CONFERENCE

The following Officers are appointed annually by the National Executive Committee and are responsible to the National President during National Conference.

- Kaiawhina page 16
- The Whip page 17
- Trophies Officer page 18
- Host Liaison Officer page 19
- Publicity / Media Officer page 20
- The Runner page 21
- The Messenger page 22
- Oratory Officer page 23
- Arts and Crafts Officer page 24

KAIAWHINA

The Kaiawhina is the National Vice President, and her duty is to host guests and to provide support to the National Executive Committee.

Tasks are:

1. To report to the Conference venue 30 minutes prior to opening karakia each morning.
2. To locate and seat any visitors (close to the stage), ready for welcome by National President.
3. To ensure that those taking morning karakia are seated on the stage 10 minutes prior to opening session.
4. Ensure that guests are escorted for meals with the National Executive Committee.
5. To enlist the assistance of the National Executive Committee members if and when required with guests or any other duties.
6. To undertake any other duties as prescribed by the National Executive Committee.
7. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

THE WHIP

The Whip shall be responsible to the National Executive Committee during Conference sessions:

- For the seating of Delegates and Observers during Conference sessions; and
- To maintain silence during the working sessions of Conference.

Tasks are:

1. To report to the Conference venue 30 minutes prior to karakia each morning.
2. To require delegates and observers to be seated in Conference seats 15 minutes prior to morning karakia.
3. To enlist the help of Regional Area Representatives to have their delegates and observers seated in Conference 5 minutes prior to the commencement of sessions.
4. To enlist the help of Maori Wardens present at Conference to monitor the movement of Conference members during the working sessions.
5. To co-ordinate with The Messenger to control Conference members before and after meal breaks.
6. To check that all Conference stalls close 5 minutes prior to Conference sessions beginning.
7. Provide timekeeping services throughout Conference including the Oratory Contest.
8. Timekeeping duties remits and resolutions, open forum, and any other duties as assigned by the National President that requires timekeeping.
9. The BELL maintains control and order before and during Conference sessions.
10. Respect for the BELL must be maintained by all delegates, observers, general public and guests at National Conference.
11. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

TROPHIES OFFICER

The Trophies Officer is responsible for:

- Receiving and recording trophies brought to Conference;
- Directing trophy presentations;
- Recording trophy winners in the Trophy Book; and
- Ensuring that trophy cases are taken along with the trophies.

Tasks are:

1. Receive trophies (and their cases), returned by previous winners and recorded in the Trophies Book.
2. Unpack trophies and check for damage or missing pieces. Seek the whereabouts of any missing trophies or missing parts.
3. Set up display of trophies with their names.
4. Ensure the supervision of trophies while on display.
5. Set up the Te Puea trophy with extension cord, light, cloth and korowai.
6. Prepare certificates for competitions ensuring that the Patron and National President's signatures are on each certificate.
7. Record competition place-getters as information is made available, as well as Judges' names.
8. Record names of trophy winners, their branches or regions in the Trophies Book.
9. Return prepared results sheets for recording at National Office.
10. Evaluate and report on this role at the first National Executive Committee meeting after National Conference.

Presentations:

1. Clear the stage of seating.
2. Set up trophies at side of stage.
3. Have available Judges seated on stage ready for introduction to National Council.
4. Have presenters of trophies seated on the stage.
5. Direct the trophy presentation session, eg trophies presented, regional waiata, etc.
6. Ensure trophy winners take the appropriate trophy case together with the trophy.

HOST LIAISON OFFICER

This person is usually the Regional Area Representative of the host region and:

- Is responsible to her region;
- Will liaise with the National Executive Committee and National Office;
- Is responsible for informing the National Executive Committee of changes made to the venues or programmes by the hosts; and
- Is responsible for informing the host region of programme changes made by the National Executive Committee.

Tasks are:

1. To be free to act on information from hosts to the National Executive Committee and vice versa.
2. To inform the National Executive Committee of local kawa and expectations for host programmes attended.
3. To meet with competition Judges to familiarise them further with judging methodology.
4. To oversee all matters relating to the Branch Reports competition, which includes:
 - Receiving and signing in Branch reports to be judged;
 - Delivering Branch reports to the Judge by the due date;
 - Collecting results of the Branch reports competitions and handing copies to the Trophies Officer and National President;
 - Ensuring that Branch reports are signed out and uplifted by their owners; and
 - Ensuring that Branch reports are supervised while on display.
5. To ensure that the Returning Officers are independent and experienced in the role.
6. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

PUBLICITY / MEDIA OFFICER

The National Executive Committee member in charge of the publicity role at National Conference is responsible to the National Executive Committee for all press and media releases and:

- To ensure that the local Conference Committee has a local representative to assist with dealing with the press and media;
- To ensure that an appropriate area is set aside for the press and media;
- To arrange press and media interviews for the National President and Conference members after consultation with the National President;
- To maintain and ensure that the Kaupapa of the League is reported in full, in consultation with the National President.

Tasks are:

1. To report to the Conference venue 30 minutes prior to opening karakia, to ensure press and media area is set up.
2. To identify reporters and ensure they have a vantage point for reporting sessions of Conference.
3. To provide or act as an interpreter when sessions are conducted in Maori.
4. To ensure that permission is given for photographs or video during sessions of Conference.
5. To collate local reports daily as printed or recorded.
6. To enlist help from National Office if and when necessary.
7. To ensure that the National President is prepared and aware of times set aside for press or media conferences.
8. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

THE RUNNER

The Runner is responsible to the National Executive Committee during the sessions of the National Conference and:

- Is liaison person for National President, National Vice President and Kaiwhakahaere/ General Manager during Conference sessions;
- Is responsible for stage management and maintenance;
- Is responsible for ensuring that everything is in order for each session; and
- Is responsible for the requirements of National President and National Vice President.

Tasks are:

1. To report to the Conference venue 30 minutes prior to opening karakia each morning.
2. To check that stage and top table are set prior to morning sessions.
3. To ensure that those opening Conference with morning karakia are seated on stage 10 minutes prior to scheduled commencement time.
4. To co-ordinate with The Messenger with regard to any notices as directed by the National President.
5. To liaise with Kaiawhina when guests arrive to make sure seating has been arranged on stage.
6. To have gifts prepared for presentation by the National President to respective guests.
7. To be prepared to receive or intercept messages from members on the Conference floor to the National President.
8. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

THE MESSENGER

The Messenger will be responsible to the National Executive Committee during Conference sessions and is responsible for announcing all messages at National Conference.

Tasks are:

1. To report to the Conference venue 30 minutes prior to opening of morning sessions.
2. To co-ordinate with the National Executive Committee for the beginning of Conference sessions.
3. To ensure the orderly conduct of seating and release of delegates and observers in and out of Conference sessions.
4. To receive and vet all messages for Conference.
5. To co-ordinate and assist The Whip and Regional Area Representatives to seat delegates and observers 15 minutes prior to morning karakia.
6. To announce Housekeeping messages prior to morning karakia.
7. To make announcements during the day when appropriate or as directed by the National President.
8. To announce end of day notices prior to closing karakia.
9. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

ORATORY OFFICER

The Oratory Officer is responsible for running the oratory competition and will liaise with the Host Liaison Officer to ensure the smooth organisation of the competition.

Tasks are:

1. Meet with the adjudicators to familiarise them further with judging methodology.
2. Meet with competitors and supporters to remind them of the procedure used.
3. Ensure that runners, collators and timekeepers are ready to perform their duties.
4. Ensure that the competitors' names, Curriculum Vitae and judging papers are collated for the Judges.
5. Ensure that a room is set aside from the main Conference room for competitors and their support.
6. Collect results and Judges' papers from collators.
7. Ensure that results are recorded and copies are handed to the Trophies Officer and National President.
8. Present individual participation certificates.
9. Announce placings.
10. Ensure judging papers are provided to each contestant.
11. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.

ARTS AND CRAFTS OFFICER

The Arts and Crafts Officer is responsible for the receipt and security of all competition entries, and will liaise with the Host Liaison Officer to ensure the smooth organisation of the judging process.

Tasks are:

1. Receive and record all competition entries (apart from Branch reports), by signing them in.
2. Ensure a room is set aside from the main Conference room for the entries to be judged.
3. Meet with the Judges to familiarise them with judging methodology.
4. Collect final results from Judges and hand copies to the Trophies Officer and National President.
5. Ensure that entries are signed out and uplifted by their owners.
6. Ensure that entries are supervised while on display.
7. To evaluate and report on this role at the first National Executive Committee meeting after National Conference.