

CCS Disability Action

Governance Handbook Appendices

Updated **July 2022**

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Governance Handbook Appendices Updates, Additions and Amendments

Date of Change	Guideline	Updated	Amended	Added
December 2020	LEC/LC Finance Sub Committee Membership Nomination form	√		
December 2020	Updated Governance Code of Conduct	√		
December 2020	LAC/LC Meeting Agenda Template – including “Enabling Good Lives Review agenda item			√
15 April 2021	Charities Compliance Form #5 updated to read as follows (due to Securities Act 1978 & Securities Markets Act 1988 having been replaced by the Financial Markets Conduct act 2013: <i>Have you been prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993?</i>	√		
6 th October 2021	Addition of template for Patron Letter of Agreement APPBRAGM9			√
18 th February 2022	LEC/LC Finance Committee Membership Form updated to include compulsory requirement for the fully filled in form to support nominations.	√		
21 st April 2022	LEC Confidentiality Statement amended to include LC Finance Sub Committee members		√	
2 nd July 2022	Updated Governance expense claim form with IRD mileage rates and meal allowances	√		



Code of Conduct Agreement

CCS Disability Action National Board ^{CCS} **disability action**
and
Local Governance Committees

Including all people

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

Policy – Ethical and Good Conduct

The CCS Disability Action National Board and all Branch Local Committees (LAC, LEC, LC) are committed to the adoption of ethical and good conduct in all areas of their responsibilities and authorities.

The National Board and Local Committees bind their respective members to ethical and good conduct principles and practices.

Principles and Practice - Obligations of Members

Members shall abide by the following ethical and good conduct principles and practices:

- **Adherence to Visions, Values and Purpose.** Act honestly, conscientiously, reasonably, respectfully and in good faith in the best interest of, and be faithful to the CCS Disability Action Vision, Values and Purpose.
- **Commitment to International and Te Tiriti O Waitangi.** Demonstrate and uphold our commitment to UNCRPD, Te Tiriti O Waitangi and New Zealand Disability Strategy.
- **Compliance with Constitution and Regulations.** Take all reasonable steps to ensure compliance to our constitution, policies, legal, regulatory and contractual responsibilities.
- **Professional Courtesy.** Ensure acceptable standards of professional courtesy are maintained at all times.
- **No Intimidation.** Not use any kind of physical or verbal abuse, or intimidation of any other person in the course of undertaking CCS Disability Action business.
- **Maintain Privacy and Confidentiality.** Respect the privacy of individuals, clients, organisations and CCS Disability Action, and use confidential information only for the purpose for which it was intended.
- **Proper Use of Resources.** Neither use, nor allow the use of CCS Disability Action property, resources, or funds for other than authorised purposes.
- **Proper Authorisation.** Not incur any liability on the part of CCS Disability Action without proper authorisation.
- **Reputation of CCS Disability of Action.** Not behave in any manner which could bring CCS Disability Action into disrepute or misrepresent or misuse the name of CCS Disability Action or its Branches.
- **Secret Commissions.** Not claim or accept any fee, gratuity, commission or benefit from any person or persons other than CCS Disability Action in payment for any matter or thing concerned with their duties and responsibilities, nor to

Governance Policy: APP GP1 Code of Conduct	Issue Date:
Review Date:	Last Amendment/Review: December 2020

accept any gift or favour from any source which could be seen as influencing a business relationship.

- **Full and Open Participation.** Participate fully and openly in the making of National Board or Branch committee(s) meeting decisions.
- **Maintain Reputation.** Not denigrate CCS Disability Action National Board, staff or members or harm their public image and reputation.
- **Collective Responsibility.** Be loyal, abide by and support the collective decisions made by CCS Disability Action National Board or branch committee as appropriate, as one unified body.
- **Declarations of Interest.** Make every effort to avoid actual or perceived conflicts of interest and declare any potential (actual or perceived) conflict of interest at the earliest possible opportunity.
- **Maintenance of Confidentiality.** Observe confidentiality in respect to the National Board and Branch committees' discussions and decision making.
- **Proper Preparation.** Demonstrate due diligence and dedication in preparation for and attendance at National Board and or Branch committee meetings, special events and all other activities on behalf of CCS Disability Action.
- **Safe Environment.** Ensure meeting environment and culture of meetings is a safe meeting environment for all.

Standards of Integrity for Governance

CCS Disability Action follows the 4 Rs:

- **Rights** these are fundamental to equality, are non-negotiable and are the same for everybody.
- **Respect** is about demonstrating that people have value and rights.
- **Relationships** enable people to support each other and are reciprocal.
- **Role** is about knowing your place in a person's life and is used to ensure that rights, respect and relationships exist that support an individual's self-determination, independence and right to choice.

To ensure the 4 Rs happen, we have an employment relationship with each other based on being:

Fair

We are committed to:

- treating everyone fairly and with respect
- avoiding behavior which could be deemed to be bullying or harassment
- being professional and responsive to the needs of people we work with working towards better outcomes for those living with disabilities both within their own homes and within their community
- being respectful of other people's beliefs whether these are cultural, political, religious etc

Responsible

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We are committed to:

- acting lawfully and objectively
- using CCS Disability Action's resources carefully and only for the intended purposes
- ensuring individual's private information is treated with care and is used only for the proper purposes it was intended for
- improving the performance and efficiency of our organisation

Trustworthy

We are committed to:

- being honest
- working to the best of our abilities
- ensuring our own personal actions are not affected by our personal interests or relationships
- ensuring our position is not being used to take advantage of or to gain personally from others
- declining gifts or benefits that place us under any obligation or perceived influence
- avoiding any activities, both work or non-work, that may harm the reputation of CCS Disability Action.

Code of Conduct Process

Breaches of Code of Conduct

Local Committee member conduct is to be address firstly by the Local Committee members and may be escalated to the Regional Representative for review and/or escalation to the National President.

If any member or committee is found to be in breach of this Code of Conduct, then they may be asked for their resignation.

In the case of a committee being in breach of this code of conduct then the full committee may be stood down and the National Board will appoint a person to oversee the committees' role.

Complaints Process:

1. Where governance have a complaint about governance, they are to take the complaint to the National Board President.
 - i. Where a Letter of complaint is sent to the National Board through the National Board Chair:
 - a. If the Board feels that there is a case, the individual or committee will be notified and if an investigation is needed, the

Governance Policy: APP GP1 Code of Conduct	Issue Date:
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individual or committee will be stood down during the period of the investigation.

- b. If an investigation is to take place, the Board will appoint an investigator. This person will be independent and unbiased and will provide the Board with a full report with recommendations on moving forward.
 - c. The Board will communicate the outcome of the investigation to the individual and/or committee.
2. Where governance have a complaint about staff, they are to take the complaint to the National Board President, who will progress this through the CE as appropriate.
 3. Any complaints by staff against a governance member should be referred to the Chief Executive to raise directly with the President.
 4. Where staff make complaints to governance members about other staff member/s, governance members are to advise staff that this is not an appropriate conversation for them to be involved in and direct the staff member to the organisational HR Complaints Policy and their team leader.

The following principles apply to the handling of breaches of the Code of Conduct within CCS Disability Action:

- a) Procedural fairness will apply to all parties involved in any investigation, that is:
 - i. there is a right to fair and impartial consideration by an unbiased person;
 - ii. the parties have the right to know of, and comment on, any information which is damaging to their case or interests; and
 - iii. there must be facts or information to support adverse findings.
- b) A determination shall be made with as little formality and as much expedition as a proper consideration of the matter allows.
- c) The person who determines whether there has been a breach the Code of Conduct must be independent and unbiased.
- d) In establishing contested facts, and in reaching a conclusion as to whether a breach of the Code of Conduct has occurred, the standard of proof to apply will be the balance of probabilities. That is taking account of all available relevant information; an investigator will ask themselves what is more likely to have happened in a particular case.

Please sign the form below and return to your chair to place on your file.

Governance Policy: APP GP1 Code of Conduct	Issue Date:
Review Date:	Last Amendment/Review: December 2020

**CCS Disability Action
Code of Conduct Agreement
National Board and Local Governance**



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

I have read and understood the Standards of Integrity and Conduct. My Chair and/or President has taken me through this and I confirm that:

1. I have had the opportunity to ask questions and raise any concerns relating to these and/or the organisational Standards of Integrity and Conduct document.
2. I agree to comply with the Standards of Integrity and Conduct as set out for the National Board and/or local governance.

Member of (please tick appropriate box)

National Board Member

Local Branch Governance Member {Please write name of Branch }

Local Executive Committee

Local Advisory Committee

Local Committee

Name (please print)

Signature

Dated

Governance Policy: APP GP1 Code of Conduct	Issue Date:
Review Date:	Last Amendment/Review: December 2020

**CCS Disability Action {Local Branch}
Local Governance Expense Claim Form (updated July
2022)**

- Local Advisory Committee Member Local Executive Committee Member
 Local Committee Member

Date:..... Name:.....

Meeting Date:.....

- Expenses relating to LEC/LAC Forum National AGM
 Regional Forum/Hui Local Governance Meeting
 Other (please specify).....

Note: Receipts must be obtained for ALL expenses, and attached to this form

Category	\$	Code (For Office use only)
Air Fares		
Taxi Fares		
Bus Fares		
Mileage <ul style="list-style-type: none"> • 83 cents per km (for first 14,000 kms in a calendar year) for <ul style="list-style-type: none"> ○ Petrol or Diesel ○ Petrol Hybrid ○ Electric • For Mileage over 14,000 kms in a calendar year as follows: <ul style="list-style-type: none"> • Petrol 31c per km • Petrol/hybrid 18c per km • Electric 10c per km 		
Parking		
Tolls		
Accommodation		
Entertainment		
Meals Allowance: Breakfast \$20, Lunch \$20, Dinner \$40		

Governance Policy: APP GP2 Governance Expense Claim Form	Issue Date:
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Childcare		
Miscellaneous Expenses		
Total		

Signed

Governance Member

Approved

*Governance Chair or (General Manger
For Chairs expenses)*

Governance Policy: APP GP2 Governance Expense Claim Form	Issue Date:
Review Date:	Last Amendment/Review: July 2022

**Charities Commission Compliance
as
required of all officers
under the
Charities Act 2005**



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

1. Form below signed and held at CCS Disability Action National Office: Yes No
2. If **yes** to **no 1**, has your compliance changed? Yes No
3. If **no** to **no 2**, no further action required.
4. If **yes** to **no 2**, under the compliance requirements, we are unable to accept your nomination
5. If **no** to **no 1**, please fill out Officers Compliance Check List below and return with your nomination form.

Officer confirmation checklist

This is a list of factors that would disqualify a currently qualified officer from remaining as or a newly nominated member from becoming an officer of our charity under section 16 of the *Charities Act 2005*. Please sign and date the checklist and return it to Irene Wilson by **1 June {year}**. This checklist will be held in our records for future reference if required. It won't be sent to the Charities Commission.

Circle **No** or **Yes** as appropriate.

- | | | | |
|----|--|-----------|------------|
| 1. | Are you an undischarged bankrupt | No | Yes |
| 2. | Have you been convicted of a crime of dishonesty and sentenced within the last 7 years? | No | Yes |
| 3. | Have you been disqualified from being an officer under the rules of CCS Disability Action? | No | Yes |
| 4. | Are you subject to a property order under the Protection of Personal and Property Rights Act 1988, or is your property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)? | No | Yes |
| 5. | Have you been prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993? | No | Yes |
| 6. | Are you a body corporate that is being wound up, in liquidation or receivership or subject to statutory management under the Corporations (Investigation and Management) Act 1989? | No | Yes |
| 7. | Have you been convicted of tax evasion or a similar offence under section 143B of the Tax Administration Act 1994 and sentenced for that offence within the last seven years? | No | Yes |

Signed

Date

Print Name

Governance Policy: APP GRR1 Charities Compliance Form	Issue Date:
Review Date:	Last Amendment/Review: 15.4.2021



CCS Disability Action

Confidentiality Statement

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

Local Executive Committee Member/Local Finance Sub Committee Member

Updated April 2022

In taking on the role as a member of the Local Executive Committee/Local Finance Sub Committee, you also take on responsibilities. As a Local Executive Committee member, you are in a privileged position and have access to information regarding CCS Disability Action, CCS Disability Action Consumers, associated parties, staff, financial information, and bank account numbers etc. This information should not be disclosed at any time during your appointment to the Local Executive Committee/Local Finance Sub Committee or at any time after your term on the committee.

With this in mind we ask that you sign your commitment to confidentiality as described above.

If at any time a problem arises, you are able to seek advice from the Local Executive Committee/Local Finance Sub Committee Chair, if the Chair is not available then your Regionally Elected Board Member or the National President may be contacted.

Name: Date:

Signature:

Governance Policy: APP GRR2 LEC Confidentiality Statement	Issue Date:
Review Date:	Last Amendment/Review: April 2022

Nomination Form
Local Executive and Local Committee
Finance Sub Committee Membership
(updated February 2022)



Please return by **1 June {year}** to:

The Secretary to the Board
 CCS Disability Action
 P O Box 6349
 Marion Square
 Wellington 6141

Fax: 04 382 9353

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

Email: Irene.Wilson@ccsdisabilityaction.org.nz

NB: It is compulsory for this form to be fully completed and sent to the Board Secretary to support any nomination

The Local Advisory/Local Committee or Members of the _____ Branch are pleased to nominate: *(Please note that full name required for Charities Services)*

Name _____

Address _____

Phone Number **Home** **Work** **Mobile**

Email Address _____

Date of Birth *(required for Charities Services)* _____

to the Local Executive Committee or to the Local Committee Finance Sub-Committee for a 2-year term ending **30 June {year}**

Signed _____ **Signed** _____
(Proposer) – Member (financial) *(Seconder) – Member (financial)*

Name _____

Branch _____

Date _____

Written endorsement from Nominees to support Nomination

I accept nomination to the Local Executive Committee/Local Committee Finance Sub-Committee of the _____ Branch, having provided all the information as requested.

Signed _____ **Date** _____

Governance Policy: APP GRR3 LEC/LC Finance Committee Nomination Form Current	Issue Date:
Review Date:	Last Amendment/Review: February 2022

**Information to be provided to support your Nomination to your
Local Executive or Local Committee Finance Sub Committee**

Involvement with CCS Disability Action					
1	Are you currently or have you been involved previously with CCS Disability Action?			Yes	No
2	If yes, is your involvement with:				
	A	Your Local Branch		Yes	No
	B	The National Organisation		Yes	No
	C	Your Local Branch and National Organisation		Yes	No
3	If yes, how long have you been involved with the local branch and/or the National Organisation?				
	{number} weeks		{number} months		{number} years
4	What has been the nature of your involvement/roles held within your local branch and/or the National Organisation? E.g. Local Governance Committee Member, Staff, other.				
Financial Understanding, Knowledge and Experience					
1	I have knowledge of/experience in:				
	A	Financial Reporting		Yes	No
	B	Budgeting		Yes	No
	C	Investments (Share Market, Banking)		Yes	No
	D	Strategic Risks		Yes	No
	E	Legal			
	F	Other (please state below)			
Understanding of Strategic Direction					
1	What is your understanding of Strategic Direction?				
Previous Employment/Volunteer History (as relates to the role)					

Governance Policy: APP GRR3 LEC/LC Finance Committee Nomination Form Current	Issue Date:
Review Date:	Last Amendment/Review: February 2022

Disclosures			
1	Police Record	Yes	No
2	Undischarged bankrupt	Yes	No
3	Disqualification from being an Officer under the Charities Act	Yes	No
4	Convictions of tax evasion or similar offences	Yes	No
Personal Information			
Separate Forms as provided to be filled in and signed to accompany Nomination Form			
1	Charities Services Compliance Form		
2	Code of Conduct Form		
3	Confidentiality Form		

Appointment ratified by the National Board at the meeting:

Date: _____

Governance Policy: APP GRR3 LEC/LC Finance Committee Nomination Form Current	Issue Date:
Review Date:	Last Amendment/Review: February 2022

{Insert Branch kowhaiwhai and logo here}

CCS Disability Action {Branch}

Confidentiality Statement Local Advisory Committee Member

In taking on the role as a member of the Local Advisory Committee, you also take on responsibilities. As a Local Advisory Committee member, you are in a privileged position and have access to information regarding CCS Disability Action, CCS Disability Action Consumers, associated parties and staff etc. This information should not be disclosed at any time during your appointment to the Local Advisory Committee or at any time after your term on the committee.

With this in mind we ask that you sign your commitment to confidentiality as described above.

If at any time a problem arises, you are able to seek advice from the Local Advisory Committee/Local Committee Chair, if the Chair is not available then the Regional Representative or a board member may be contacted.

Name: Date:

Signature:

Governance Policy: APP GRR4 LAC Confidentiality Statement	Issue Date:
Review Date:	Last Amendment/Review:

{Insert Branch kowhaiwhai and logo here}

CCS Disability Action {Branch}

Confidentiality Statement Local Committee Member

In taking on the role as a member of the Local Committee, you also take on responsibilities. As a Local Committee member, you are in a privileged position and have access to information regarding CCS Disability Action, CCS Disability Action Consumers, associated parties, staff, financial information and bank account numbers etc. This information should not be disclosed at any time during your appointment to the Local Committee or at any time after your term on the committee.

With this in mind we ask that you sign your commitment to confidentiality as described above.

If at any time a problem arises, you are able to seek advice from the Local Committee Chair, if the Chair is not available then the Regional Representative or a board member may be contacted.

Name: Date:

Signature:

Governance Policy: APP GRR5 LC Confidentiality Statement	Issue Date:
Review Date:	Last Amendment/Review:

**Agenda for the CCS Disability Action *[name of branch]*
Branch *[insert committee name]* Committee Meeting
to be held on *[insert date]* at *[insert meeting location]* from *[insert start time]*.**

	Agenda Item	Supporting Documentation
Standing Agenda Items		
1.	Welcome & Karakia	
2.	Present	
3.	Apologies	
4.	Register of Interests <ul style="list-style-type: none"> • Record any changes as advised 	Copy of latest Register of Interests
5.	Correspondence <ul style="list-style-type: none"> • Inward (List inward correspondence) <ul style="list-style-type: none"> ○ E.g. Momentum, President's Report, Forum Notes ○ Outward (List outward correspondence) 	
6.	Minutes of Previous meeting held {date} for ratification. Matters Arising from Minutes	Copy of minutes from previous minutes to be confirmed
7.	Email Motions for ratification	List of any motions passed by email since previous meeting
8.	Action List <ul style="list-style-type: none"> • Update status 	Latest Action List
9.	Chair Report	Paper
10.	Regional Manager Report	Paper
11.	President's Letter	Paper
12.	Regional Representative Report (quarterly)	Paper
13.	Reports (Service/Financial/Specific)	Paper
14.	Enabling Good Lives (EGL) Review Update	
15.	General Business** (List as notified)	
16.	Next Meeting	
Annual Agenda Items		
	Life Membership Nominations (Committee Meeting before AGM)	
	Committee Meeting Dates and AGM Date for the year (First Committee meeting in the New Year)***	

Signed:.....

Date:.....

Governance Policy: APP GM1 LAC Meeting Agenda Template	Issue Date:
Review Date:	Last Amendment/Review:

LAC Chair

****Guidelines for General Business Items:**

- How does it measure against our Strategic Priorities?
- What is the impact of the agenda item on disabled people?
- What would the outcome of change be?

*****Committee Meeting Dates for the Year**

- Send notification of Committee Meeting dates and AGM date for Board information to the National Executive Assistant by 2nd week of February


Governance Policy: APP GM1 LAC Meeting Agenda Template	Issue Date:
Review Date:	Last Amendment/Review:

LEC/LC Finance Committee Meeting Agenda Template

Agenda

CCS Disability Action *[name of branch]* Branch *[insert committee name]*

to be held on *[insert date]* at *[insert meeting location]* from *[insert start time]* to *[insert finish time]*

#	Agenda Item	Supporting Documentation (Insert docs)
Standing Agenda Items		
17.	Welcome & Karakia	
18.	Present	
19.	Apologies	
20.	Register of Interests <ul style="list-style-type: none"> Record any changes as advised 	Copy of latest Register of Interests
21.	Correspondence <ul style="list-style-type: none"> Inward (List inward correspondence) <ul style="list-style-type: none"> E.g. Momentum, President's Report, Forum Notes Outward (List outward correspondence) 	
22.	Minutes of Previous meeting held {date} for ratification.	Copy of minutes from previous minutes to be confirmed
	Matters Arising from Minutes	
23.	Email Motions for ratification	List of any motions passed by email
24.	Action List <ul style="list-style-type: none"> Update status 	Latest Action List
25.	Health & Safety (including)  <p>Governance & Board Health & Safety Resp</p> <ul style="list-style-type: none"> Incident, outcome, preventative and risk HR Report/Update 	Report
26.	LEC/LC Chair Report	Report
27.	General Managers Report	Report
28.	Financial Report (Including) <ul style="list-style-type: none"> Income & Expense against budget <ul style="list-style-type: none"> Income & Expense Report by Month Balance Sheet Variance narrative Aged Accounts (Debtors) 	All financial reports

Governance Policy: APP GM2 LEC Meeting Agenda Template

Issue Date:

Review Date:

Last Amendment/Review:

#	Agenda Item	Supporting Documentation (Insert docs)
Standing Agenda Items		
	<ul style="list-style-type: none"> ○ 30 days, 60 days, 90 days ○ Reasons for aged debtors and actions to address the issue 	
29.	General Business **	
30.	Next Meeting	
Items to be included Quarterly		
	Service Report – Contractual Performance	
Items to be included 6 monthly		
	Assets Report	
	Building Maintenance Report	
Items to be included annually		
	Annual Budget	
	Associated Liability Insurance – form to be filled in with officers names to be covered	
	Establishment of Committee dates for the year***	

****Guidelines for General Business Items:**

To be received no later than on week prior to the meeting.

***** Establishment of Committee dates for the year**

National Executive Assistant to be notified of Committee meeting dates for the year for Board information by the 2nd week in February

Governance Policy: APP GM2 LEC Meeting Agenda Template	Issue Date:
Review Date:	Last Amendment/Review:

LAC Meeting Minutes Template

Minutes of the *[insert branch name]* Branch *[insert committee name]* Committee Meeting held at *[insert meeting location]* on *[insert meeting date]*.

(The sequence of the Committee Minutes should follow that of the agenda.)

1.	Welcome & Karakia	
2.	Present (Committee Members)	
	In attendance (Non Committee members e.g. staff)	
3.	Apologies	
4.	Register of Interests <ul style="list-style-type: none"> Record any changes as advised 	
5.	Correspondence <ul style="list-style-type: none"> Inward (List inward correspondence) <ul style="list-style-type: none"> E.g. Momentum, President's Report, Forum Notes Outward (List outward correspondence) 	
6.	Minutes of Previous meeting held {date} for ratification.	
	Matters Arising from Minutes	
7.	Email Motions for ratification	
8.	Action List <ul style="list-style-type: none"> Update status 	
9.	Chair Report	
10.	Regional Manager Report	
11.	President's Letter	
12.	Regional Representative Report (quarterly)	
13.	Reports (Service/Financial/Specific)	
14.	General Business** (List as notified)	
15.	Next Meeting	
Annual Agenda Items		
	Life Membership Nominations (Committee Meeting before AGM)	
	Committee Meeting Dates and AGM Date for the year (First Committee meeting in the New Year)***	

Signed:.....

Date.....

Governance Policy: APP GM4 LAC Meeting Minutes Template	Issue Date:
Review Date:	Last Amendment/Review: March 2018

(Chairperson)

****Guidelines for General Business Items:**

- How does it measure against our Strategic Priorities?
- What is the impact of the agenda item on disabled people?
- What would the outcome of change be?

*****Committee Meeting Dates for the Year**

- Send notification of Committee Meeting dates and AGM date for Board information to the National Executive Assistant by 2nd week of February

Attached to the minutes could be a summary of actions to be taken which will include: e.g.

CCS Disability Action {insert Branch} {insert LEC/LAC/LC } Committee Action List				
Meeting Date	Action	Deadline	By Whom	Completed
21 January 2013	Contact Local Community.....	14.4.2013 report back to committee	Amy Bloggs	Actioned 23.3.2013

The signed Minutes of each meeting should be circulated to:

- All Committee Members
- Regional Representative
- General Manager
- Chief Executive
- Chair of LEC Committee
- National Executive Assistant (For Filing and uploading to the Board Dropbox)

Governance Policy: APP GM4 LAC Meeting Minutes Template	Issue Date:
Review Date:	Last Amendment/Review: March 2018

LEC/LC Finance Committee Meeting Minutes Template

Minutes of the *[insert branch name]* Branch *[insert committee name]* Meeting
 held at *[insert meeting location]* on *[insert meeting date]*.

(The sequence of the Committee Minutes should follow that of the agenda.)

1.	Welcome & Karakia	
2.	Present (Committee Members)	
	In attendance (Non Committee members e.g. Staff)	
3.	Apologies	
4.	Register of Interests	
5.	Correspondence	
6.	Minutes of Previous meeting held {date} for ratification	
	Matters Arising from Minutes	
7.	Email Motions for ratification	
8.	Action List	
9.	Health & Safety Report	
10.	LEC/LC Chair Report	
11.	General Managers Report	
12.	Financial Report	
13.	General Business	
14.	Next Meeting	
	Included Quarterly	
	Service Report – Contractual Performance	
	Included 6 Monthly	
	Assets Report	
	Building Maintenance Report	
	Included Annually	
	Annual Budget	
	Associated Liability Insurance – form to be filled in with officers names to be covered	
	Establishment of Committee dates for the year***	

Signed:..... Date.....

Governance Policy: APP GM4 LEC Meeting Minutes Template	Issue Date:
Review Date:	Last Amendment/Review: March 2018

(Chairperson)

Attached to the minutes could be a summary of actions to be taken which will include: e.g.

CCS Disability Action {insert Branch} {insert LEC/LAC/LC } Committee Action List				
Meeting Date	Action	Deadline	By Whom	Completed
21 January 2013	Contact Local Community.....	14.4.2013 report back to committee	Amy Bloggs	Actioned 23.3.2013

The Minutes of each meeting should be circulated to those who attended as well as the Regional Representative for that region, the National President and the Chief Executive. Minutes should also be circulated to the chair of the other Branch Committee.

Signed Minutes to be circulated to:

- All Committee Members
- Regional Representative
- General Manager
- Chief Executive
- National Executive Assistant (For filing and uploading to Board Dropbox)

***** Establishment of Committee dates for the year**

National Executive Assistant to be notified of Committee meeting dates for the year for Board information by the 2nd week in February

Governance Policy: APP GM4 LEC Meeting Minutes Template	Issue Date:
Review Date:	Last Amendment/Review: March 2018

**Notice of Branch AGM
CCS Disability Action {Branch Name}**

To: All Members of the Local Branch
cc LEC Chairperson, Regional Representative, General Manager
From: Local Advisory Committee Chairperson
Date: {date of memorandum}
Subject: Notice of e.g. { 78th }..... AGM – {date of AGM}

Formal Notice of {year} AGM

- **Call for Remits (Form attached)**
- **Call for Nomination to the Local Advisory Committee/Local Committee (Form attached)**
- **Call for Proxy Votes (Proxy Forms attached)**
- **Call for Nominations for Life Membership to the Branch (Form attached)**
- **Draft Minutes of Previous AGM**
- **AGM agenda**

Notice of {year} AGM

This year the AGM, will be held in Room, {building, street address} at {time}

Call for Remits/Recommendations

Any members of your local branch of CCS Disability Action may send remits/recommendations to be considered at the AGM.

Call for Nominations to the Local Advisory/Local Committee:

Nomination and election of members to the Local Advisory/Local Committee. Nominations must be received in writing using the enclosed form.
The proposer and seconder of the nomination must be members of the local Branch. Nominations must be received by the local branch at least 21 days prior to the date of the AGM
Role Specifications for Local Advisory Committee Members and Committees are enclosed
Nomination form enclosed

National AGM

The National AGM is to be held at 2pm on Thursday 7th December 2017 at Sudima Hotel Auckland Airport.

Voting Delegates at National AGM

Governance Policy: APP BRAGM1 Branch Notice of AGM	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Voting delegates are entitled to one vote for every 100 members in the local area that the delegate represents, with a count of 50 or more members rounded up to the next 100.

Timetable and Deadlines

The timetable and deadlines for elections, nominations and AGM remits below

{Branch} AGM Deadlines {Year}

Annual General Meeting	Formal notice of National AGM sent out by National Office	By
Branch AGM	Formal notice of meeting to be sent out with all accompanying documents	At least one month prior to date of Branch AGM
Remits/Recommendations agreed upon, minuted and passed at Local Meeting/s	Send to National Office	By
Remits and Recommendations received by National Office	Board approved remits sent to branches by National Office	By
Regional Representative & National President Nominations	To be sent to National Office by Local Committees	By
Regional Representative & National President Nominations	Where more than one nomination per region is received, National Office to send out voting forms to all financial members of the branch (As at 1 Sept)	By
Local Advisory Committee Member Nomination Forms	To be received by the branch in writing	No less than 21 days prior to date of Branch AGM
Agenda Circulated	Send out to all local branch members	One week prior to Branch AGM
Voting Delegate and decision for National AGM	LAC and LC to advise National Office of voting delegate attending National AGM	By
Proxy Votes for National AGM	Notification to National Office of proxy vote/voting	By

(Ensure that prior to your AGM; the financial membership details for your branch are fully up to date in the system)

Governance Policy: APP BRAGM1 Branch Notice of AGM	Issue Date:
Review Date:	Last Amendment/Review: March 2018

{insert Branch letterhead Kowhaiwhai and logo}

**CCS Disability Action {Branch name}
.....th Annual General Meeting**

To be held on {Date} {Time}

{Location Street address, town, city}

Branch AGM Agenda

1. **Karakia**
2. **Welcome from the Local Advisory Committee Chairperson**
3. **Apologies**
4. **Acceptance of Proxy Votes**
5. **Previous Minutes**

It is recommended

That the Minutes of theth Annual General Meeting held at
on be accepted as a true and accurate record.

6. **Chairperson Address**
7. **Regional Representative Address**
8. **General Manager Address**

9. **Annual Report**

It is recommended

That the Annual Report as distributed from {Branch name} on the be adopted.

10. **Annual Accounts**

It is recommended

That the Statement of Accounts of CCS Disability Action {Branch Name} for year ended 30 June {year} as circulated, be approved.

11. **Patrons**

It is recommended

That continue as Patron of CCS Disability Action {Branch Name}.

12. **Appointment of Auditors**
The Branch recommends that Crowe NZ be appointed as National Auditors for the organisation for the year 1 July {year} to 30 June {year}
13. **Appointment of Solicitors**
That be appointed solicitors for CCS Disability Action {Branch Name} for a further term of one year.
14. **Remits/Recommendations** *(if any received)*

Remit # 1 received from

That *{write full remit here}*

Supporting Statement/Explanation
{write full supporting statement here}
15. **Appointment of Voting Delegate to represent the committee at the National AGM**
16. **Local Advisory Committee Member – Nominations**
{List names here}
17. **Branch Life Memberships**
 - Nominations
 - Minute of silence in remembrance of those who have passed away this year
18. **General Business**
19. **Motion to destroy all proxy votes immediately after the close of the AGM**
20. **Date and Venue for {year} AGM – to be advised.**
21. **Closing and karakia**

Governance Policy: APP BRAGM2 Branch AGM Agenda	Issue Date:
Review Date:	Last Amendment/Review: March 2018

	Carried
Annual Accounts:	Motion: It was moved that the Accounts for the year ended 30 June be approved. Moved: Seconded: Carried
Patrons:	Motion: It was moved that be invited to be patron of CCS Disability Action {Branch}. Moved: Seconded: Carried
Appointment of Auditors:	Motion: That Crowe Horwath be appointed as National Auditor for the organisation for the financial year 1 July {year } to 30 June {year}. Moved: Seconded: Carried
Appointment of Solicitors:	Motion: It was moved that be appointed as solicitors to CCS Disability Action {Branch} for a further term. Moved: Seconded: Carried
Remits/recommendations received from National office	Motion: That we accept/do not accept the remits as worded below and that this vote will be actioned at the National AGM accordingly through our appointed delegate. Moved: Seconded: Carried
Appointment of Voting Delegate to National AGM	Motion: Thatbe appointed as voting delegate to the National AGM. Moved: Seconded: Carried
Local Advisory Committee Nominations	Motion: Thatbe appointed to the Local Advisory Committee for a term of two years. Moved: Seconded: Carried:
Life Membership of Branch:	Motion: That (nominated by) be appointed as Life member of CCS Disability Action {Branch}. Moved: Seconded: Carried
Bereavements:	Minute of silence was held in remembrance of those who have passed away during the year –
General Business:	None
Destruction of Proxy Votes	Motion: That all proxy votes received for the meeting be destroyed immediately following the closure of the meeting. Moved: Seconded: Carried
Date and Venue for next meeting:	To be advised
	Meeting closed atpm with a karakia

Signed..... Date.....
(Chairperson)

Governance Policy: APP BRAGM3 Branch AGM Minutes	Issue Date:
Review Date:	Last Amendment/Review: March 2018

{insert Branch letterhead Kowhaiwhai and logo}
CCS Disability Action {Branch} AGM Attendance Register

.....th AGM

Name	CCS Disability Action Attendees					Signature
	Branch member	Local Governance Committee Member (LAC, LC, LEC, National Board)	Staff (Non member)	Staff (member)	Other	

Governance Policy: APP BRAGM4 Branch AGM Attendance Register	Issue Date:
Review Date:	Last Amendment/Review: March 2018

CCS Disability Action Inc.
Annual General Meeting



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOA

Remit/Recommendation Form

Please return on or before: 5pm Monday {date }

To: Returning Officer
CCS Disability Action
PO Box 6349 Marion Square
WELLINGTON

{Name of Local Advisory Committee}

Submits the following remit/recommendation (delete one) for inclusion in the Agenda of the {#...} Annual General Meeting to be held on {day, date, time}

Remit/Recommendation (Delete one)

Supporting Statement/Explanation (attach one extra sheet if required)

Signed.....LAC/LC Chairperson

Name: (please print).....Date.....

Note: Your attention is drawn to Rule 12.1.d in the Rules of CCS Disability Action Inc relating to submitting remits. (National Constitution)

12.1 (d) LACs or Local Committees are to deliver remits and recommendations in writing to the registered office of CCS Disability Action no later than 60 days prior to the Annual General Meeting. The Board shall give notice of remits and recommendations to all LACs 30 days prior to the Annual General Meeting.

Governance Policy: APP BRAGM5 National AGM Remit Recommendation Form	Issue Date:
Review Date:	Last Amendment/Review: March 2018

{insert Branch letterhead Kowhaiwhai and logo}

AGM Proxy Form

**CCS Disability Action {Branch} Inc
Annual General Meeting {Date} {Time}**

Please return on or before: 5:00pm on {day, date }

To: **CCS Disability Action {Branch}**
{Address}

I,

_____ (insert name)

of

_____ (Insert address)

Being a voting member of **CCS Disability Action****Branch**, hereby appoint:
(Please tick the box to select one of the following):

Financial Member of the Branch (please fill in the required details below)

Name:

Address:

of

CCS Disability Action**Branch**

OR

The Chairperson of the CCS Disability Action {Branch} AGM

as my Proxy to vote for me at theth **AGM** of **CCS Disability Action {Branch}** to be held on **{date, time}** and at any adjournment thereof.

Signed

(Voting delegate)

Date:

As witnessed

day of

{year}

my hand this

Name of

Witness

Signature of

Witness

Address:

Occupation:

Governance Policy: APP BRAGM6 Branch AGM Proxy Form	Issue Date:
Review Date:	Last Amendment/Review: March 2018

{insert Branch letterhead Kowhaiwhai and logo}

Nomination Form Local Advisory Committee or Local Committee Member

{year}

CCS Disability Action {branch} Inc.

Nominee

Name: _____

Address: _____

Email: _____ Phone _____

Signature: _____ Date: _____

Proposer

Name: _____

Signature: _____ Date: _____

Secunder

Name: _____

Signature: _____ Date: _____

CCS Disability Action {branch} **Constitution Rule No. 5.3(a)** – “Candidates for election as members of the LAC must be nominated in writing, with the full name and address of the nominee, and the signature of the nominee, the proposer and the seconder (all of whom must be members). The nominations must be received at the registered office of the Branch **not less than 21 days prior to the Annual General Meeting.**”

Nominations must be received by **5pm on {date, day, year}** at CCS Disability Action {branch} {Address}

Governance Policy: APP BRAGM8 LAC LC Role Description	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Role Description Local Advisory Committee/Local Committee Member

LAC/LC Committee and Chairperson

Local Advisory/Local Committee members are appointed by or on behalf of the members of their local branch. Any person who wishes to take a governance role within CCS Disability Action must be a member of a local branch or a Life Member of a branch. To take on the role of a member of the LAC/LC, a person must have the time to commit to attend meetings, read minutes, agendas and other papers before the meeting so that they can discuss issues at that meeting. A person must feel free to take a part in all aspects of the meeting; that is both listening and contributing to discussions.

Voting Rights

Each of the ten committee members has one vote. The Chairperson, who is elected by the other LAC/LC members, can use a casting vote if there is no clear majority

The Role of the Chair

- Determine the success of a meeting
- Keep the meetings focused, on time
- Facilitate healthy debates on issues
- Ensure that all voices on the committee are heard
- Know CCS Disability Action meeting rules

Role & Responsibilities of a Committee Member

- Provide advice and support to branch management
- Monitor the operation of CCS Disability Action at the local level to ensure national standards are being met
- Facilitate communication with service users
- Undertake an advocacy role in consultation with management
- Assist in the election of National Board Regional Representatives
- Appoint a voting delegate to the National AGM
- Submit remits to the National AGM
- Organise the Branch AGM and Annual Report
- Receive reports from the Local Executive Committee. It would be expected that both committees have regular reporting times throughout the year
- Organise the election for the LAC/LC
- Report to and liaise with the National Board through the National Board Regional Representative

Governance Policy: APP BRAGM8 LAC LC Role Description

Issue Date:

Review Date:

Last Amendment/Review: March 2018

- Nominate individuals with suitable skills who reside in the local area to be appointed as members of the LEC of the branch
- Support the development of the regions business plan

Skills And Abilities Required:

- A commitment to work for the greater good of CCS Disability Action
- A commitment to the Society’s philosophy and policy
- A commitment to ensuring the Board’s governance policies are followed
- Enthusiasm
- Willingness to learn and be actively involved in the community
- Ability to build good relationships within the community
- Ability to work as part of a team

Functional Relationships:

Internal to CCS Disability Action

LAC/LC members have an opportunity to work closely with the General Manager and/or the Branch Service Leader to:

- Provide advice and guidance on local service delivery
- Ensure LAC/LC activities and contribution are in accordance with the branch strategic and business plans
- Ensure LAC/LC activities and contribution comply with CCS Disability Action policy and local responsiveness
- Report perceived gaps in the community in terms of services to people with disabilities

External to CCS Disability Action

LAC/LC members can develop relationships locally to:

- Respond to enquiries from service users and disability groups about the work of CCS Disability Action in the local community
- Find a means of liaising with service users in local areas to develop familiarity with consumer issues, e.g. newsletters, community forum, networking with other relevant agencies

LAC/LC members have an opportunity within the local community to:

- Identify barriers that are preventing people with disabilities from participating in the community and develop recommendations to address these
- Where appropriate, pass on feedback from the community on issues that would improve service delivery

Time Commitments

The time commitments of a Local Advisory Committee/Local Committee member can vary but the position usually requires approximately one day per month for meetings plus some additional time to prepare for meetings or participate in specific projects.

Local Advisory Committee/Local Committee members are also expected to attend the National Conference and are encouraged to attend some other meetings, as they are able, such as the National Hui.

Governance Policy: APP BRAGM8 LAC LC Role Description	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Reimbursement

This is for reasonable out of pocket expenses.

The policy of the National Board is that no member of the Society should be prevented from standing for the committee because of financial pressures associated with the role.

Therefore reasonable “out of pocket” expenses are met ***as agreed upon beforehand with branch management.***

These can include:

- Travel costs - flights
- Mileage (regional rates),
- Cost of child care
- Toll calls related to LAC/LC business
- Meal allowances per day
 - Breakfast \$25
 - Lunch \$20
 - Dinner \$50
- Support as required to attend meetings
- Accommodation where required if meeting is held out of town (subject to approval)

All receipts must be kept to support any expense claim.

Governance Policy: APP BRAGM8 LAC LC Role Description	Issue Date:
Review Date:	Last Amendment/Review: March 2018

{insert Branch letterhead Kowhaiwhai and logo}

National/Branch Patron Agreement Letter

<Name>
<Address>

<Date>

Dear <Name>,

Thank you for agreeing to be the Patron of CCS Disability Action <Branch Name/ National Board> Incorporated effective from <Date>. We are very pleased that you have made this generous commitment. What we have agreed is that you can expect from us:

- To receive regular briefings and information about the work of the organisation such as newsletters and emails
- A phone call, or letter from the chair twice a year
- An invitation to the AGM and one other event per year
- All copy using your image or sent in your name will be sent to you for prior approval
- To have any queries you have promptly dealt with by the chair

We can expect from you:

- Up-to-date contact details/name that we should use to contact you
- Use of your photo in our publicity, such as the annual report, website and newsletters.
- Use of your name when promoting events
- To open/attend/chair one major event per year
- Use of your name when fundraising (on appeals letters and in publicity)

As agreed, your commitment will last for <number>years or until such time as the arrangement is terminated by either you or us. This commitment will be reviewed each year prior to the AGM to ensure that is still agreeable to both of us. It is important that if you wish to end the agreement that you give us as much notice as possible but at least three months to avoid unnecessary expense in relation to amending publicity materials. We will in turn reciprocate except in exceptional circumstances.

I appreciate that you are very busy, but I would be happy to arrange an induction to the organisation and arrange for you to meet key individuals. In the meantime, I have enclosed some further information and a link to our website. If you have any queries or questions now, or in the future, don't hesitate to contact me at <phone number>.

I look forward to working with you in this new capacity

Yours faithfully,

Governance Policy: APP BRAGM9 Letter of Agreement for Patron	Issue Date: October 2021
Review Date:	Last Amendment/Review:

<Name>
Chair – CCS Disability Action <Branch/ National Board>

If the terms outlined in the above letter are agreeable to you please complete the below agreement and provide a copy of the signed documentation to <Name>.

I _____ agree that I have read the above document and I agree to the terms outlined in this letter.

Signed _____

Date _____

Governance Policy: APP BRAGM9 Letter of Agreement for Patron	Issue Date: October 2021
Review Date:	Last Amendment/Review:

Schedule of Deadlines AGM Processes {year}

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

Branch/Local Committee Action required	National AGM
National Office Action Required	Branch AGM

Event	What	Action/s Required	Constitutional Timeline	Practical Timeline (due to Branch AGM dates)	Deadlines
National AGM <i>(all to be actioned by National Office)</i>	Notice of National AGM	Formal notice of AGM sent to Branches and Local Governance by National Office to include <ul style="list-style-type: none"> • Formal Notification • Timetable & deadlines • Remit/recommendation form & explanations • Nomination forms as applicable for Board Members & Role Descriptions • Life Membership Nomination Forms • Proxy form 	At least 90 days prior to date of National AGM (<i>National AGM Part Twelve 12.1 (c)</i>)	Recommend that this is about 130 days prior to National AGM date to accommodate the processes at Branch level relating to remits and Board nomination processes as the Branch AGMS are held mid-October to mid-November	By
	Remits/Recommendations	All remits and/or recommendations to be received by National Office from Local Governance Committees	No later than 60 days prior to National AGM Date (<i>National AGM Part Twelve 12.1 (d)</i>)	Recommend that this is as close to 90 days as possible to provide opportunity for remits received by National Office to be sent out to all Branches and Local Governance for discussion	By
		Notice of all Remits/Recommendations received by National Office to be sent by National Office to all Branches &	No later than 30 days prior to National AGM date (<i>National AGM Part Twelve 12.1 (d)</i>)	Recommend that this is as close as possible to 90 days prior to date of National AGM	By

Governance Policy: APP BRAGM10 Branch & National AGM Timeline	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Event	What	Action/s Required	Constitutional Timeline	Practical Timeline (due to Branch AGM dates)	Deadlines
		Local Governance		to provide time for discussion to take place locally at committee meeting and/or branch AGM	
	Board Member Nomination and Voting Process (<i>Regional Representatives and/or President</i>)	Branch Nominations for Regional representatives and/or National President to be sent by LACs/LCs (as advised in initial notice of AGM) to National Office	No Constitutional deadline	No later than 70 days prior to National AGM date	By
		If more than one nomination per nominee received, then voting forms to be sent by National Office to all members of the region for Regional Representatives, whole organisation for National President.	No Constitutional deadline	No later than 60 days prior to date of National AGM	By
		All Votes for regional representatives and/or National President to be received from members by National Office	No Constitutional deadline	No later than 30 days prior to National AGM date	By
	Nominations for Life Membership of the National Organisation	To be received by National Office so that these can be considered by the National Board	No Constitutional deadline	No later than two weeks prior to the National AGM date	By
	Agenda & Draft Minutes of Previous AGM	To be sent out by National Office to all Branches & Local Governance	No Constitutional deadline	No later than 7 days prior to National AGM date	By
	Local Committee Delegates & Voting on remits	Notification of delegates to attend the National AGM	No Constitutional deadline	No later than 14 days prior to National AGM	By
	Proxy Forms	Proxy forms to be received by	No Constitutional	No later than the day	By

Governance Policy: APP BRAGM10 Branch & National AGM Timeline	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Event	What	Action/s Required	Constitutional Timeline	Practical Timeline (due to Branch AGM dates)	Deadlines
		National Office in writing	deadline	of the National AGM - prior to commencement	
Branch AGM (all to be actioned by Branches)	Notice of Branch AGM	Formal notice of Branch AGM sent to all members of the Branch in writing or by public newspaper advertisement. This should include: <ul style="list-style-type: none"> • Notice of Meeting, time and location • LAC Nomination Form with person specification • Draft Minutes of previous AGM • Agenda (<i>for consideration</i>) • Proxy Form 	No less than one month prior to date of Branch AGM (<i>Branch AGM Part Eleven 11.1 (c)</i>)	Due to the requirements of meeting National AGM deadlines, this will need to be much earlier than one month prior to the Branch AGM Meeting.	
	Board Nominations – Regional Representative and/or President (<i>determined by terms of office</i>)	Ensure that these are sent to National Office	No Constitutional deadline	No later than 70 days prior to date of National AGM	
	Remits/Recommendations <i>This is one clear item that does not work in regards to timelines as dictated by the National and Branch Constitutions</i>	Remits or recommendations to be submitted to local committee	No later than 7 days prior to Branch AGM date (<i>Branch AGM Part Eleven 11.1 (b) (iv)</i>)	These need to be presented at committee meetings prior to Branch AGMs as otherwise there is not enough time to meet the National	

Governance Policy: APP BRAGM10 Branch & National AGM Timeline	Issue Date:
Review Date:	Last Amendment/Review: March 2018

Event	What	Action/s Required	Constitutional Timeline	Practical Timeline (due to Branch AGM dates)	Deadlines
				Constitutional requirements for remits	
		Ensure that any Local Committee remits and/or recommendations have been sent to National Office on the correct form	No later than 60 days prior to National AGM Date (<i>National AGM Part Twelve 12.1 (d)</i>)	As close to 90 days prior to date of National AGM as possible	
	Nominations for Local Advisory Committee Members	To be received by the branch in writing	Must be in writing - No less than 21 days prior to the date of the Branch AGM (<i>Branch AGM Part Five 5.3 (a)</i>)		

Governance Policy: APP BRAGM10 Branch & National AGM Timeline	Issue Date:
Review Date:	Last Amendment/Review: March 2018

