



New Zealand Institute of
Surveyors
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Wellington 6145
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[DATE]

[NAME]
[ADDRESS]

Dear [NAME],

Appointment as [NAME OF ROLE] on [NAME OF BRANCH/STREAM/DIVISION] committee

I am writing to officially confirm your appointment as a member of the [NAME OF BRANCH/STREAM/DIVISION] committee.

The term of your appointment is [# of YEARS] commencing [DATE] and expiring [DATE].

May I take this opportunity to pass on the sincere thanks of everyone at NZIS for your willingness to serve as a committee member. Branch/stream/division committees play a pivotal role in the efficient and effective operation of our branches. Successful, well run groups contribute greatly to the wider NZIS network which is essential for the health and development of our profession. Your enthusiasm to assist in this capacity is invaluable and greatly appreciated.

Enclosed are copies of the following documents which I hope will be of assistance to you in carrying out your role:

- (i) [NAME OF ROLE] – Position Description
- (ii) NZIS Branch Manual
- (iii) Current NZIS Strategic Plan
- (iv) Current NZIS Business Plan
- (v) *Local items as required*

I trust this information is sufficient to answer any queries you might have at this stage. If you require further information, please do not hesitate to contact me or your fellow committee colleagues (or the NZIS national office – this may apply to streams). You will also find useful information on the website (www.nzis.org.nz).

Congratulations again on your appointment. We look forward to your contribution to this important role for both NZIS and the profession.

Yours sincerely

Chair or similar