



# NZIS LEADER'S GUIDE



A Guide to Help NZIS Branch, Stream, Special Interest Group or Division Leaders.

## **NZIS MISSION STATEMENT**

*The New Zealand Institute of Surveyors – the leading professional body for surveyors, spatial, and related professionals, dedicated to benefiting members and society*

# Contents

<b><u>BRANCH</u></b>	<b><u>PAGE</u></b>
1. Introduction to NZIS	3
2. Overview of NZIS structure	
2.1 NZIS Governance Model	7
2.2 NZIS Staff structure	8
<u>Appendices</u>	
3. Job Descriptions – key committee roles	
3.1 Chair	10
3.2 Secretary	11
3.3 Treasurer	13
3.4 CPD Training Representative	14
4. Templates re the following functions/activities:	
4.1 Letter of Appointment for key roles	15
4.2 Meeting Agenda	16
4.3 Minutes of meetings	17
4.4 Notice of AGM & requirements	19
4.5 AGM Remit	20
4.6 Annual workplan	21
4.7 Activity report	22
4.8 Board report	23
4.9 Media Release	25
5. Media guide	26
6. Running a meeting – a guide for Chairs	28
7. Making a submission to parliamentary select committees, government agencies or territorial authorities	29
8. Current year Calendar of Events	33
9. Contact List – National office, Council & Board	35

Version Number	Date	Next Review
1	24.03.2017	24.03.2018



# NZIS Leaders Guide

## Purpose

This document is intended as a guide to help NZIS Branch, Stream, Special Interest Group or Division leaders.

## Introduction

Much has changed within the New Zealand Institute of Surveyors (NZIS) with an increased focus on sector requirements and the delivery of value to members, the profession and our communities. How we as an organisation adapt and deal with a changing environment is perhaps our most critical role as a professional body. What is also important is that the lessons learned, the knowledge gathered and the resources we can bring to the fore are not lost during such change.

Our overarching mission is to ensure that we remain in control of our own destiny and to offer support and services to the total surveying and spatial sector and value to our members.

The NZIS Leader's Guide is designed to "aid" those that are tasked with a leadership function whether at the branch, stream, special interest group (SIG) or division level. It contains support material for all the key functions that we believe will be encountered if you have accepted a leadership role in any capacity. It is also designed so that new functions and resources, as identified or created can be added so the Guide is constantly updated and remains relevant to those leadership functions.

*Mark Allan*  
NZIS President

*Andrew Stirling*  
NZIS Chair

*Hadyn Smith*  
NZIS CEO

## Guide layout

Our governance model reflects NZIS first and foremost as a membership support organisation. Our foundation starts with individual members and the ethos that volunteers are the driving force behind our professions success. It follows that no individual can assemble or apply the same level of synergy as can be brought to bear by groups acting in a coordinated fashion, as one. For that to happen and be successful, we need to support those that take on leadership roles at the branch, stream, SIG or division level. The NZIS Leader's Guide was developed to assist with this process. It examines the functions that need to be undertaken by our key leaders and includes templates for key roles, meeting agendas and minutes, council reports and media releases.

The Guide starts with an overview of the NZIS structure and ends with useful appendices. These can also be found online through the NZIS website.

Note - This Guide does not replace the NZIS Governance Manual which is aimed at supporting the function of the Council and Board.

## Branch Structure

The biggest perceived change in the functions of NZIS is at the branch level. The reality is that the new structure refines our technical focus but does not remove the branch as the key overarching body that is most likely to interact with and influence membership. Each Branch is self-managing but must submit to the Council annually a report of its activities against its plan and budget for that year.

***An audit is not required.***

The NZIS Branch structures in New Zealand are all roughly the same. There is a management committee with key appointments, usually the Chair, Secretary, Treasurer and continued professional development (CPD) Training Rep. Other positions could also exist such as a controller for social events, history convener, etc.

The big change in the NZIS structure, as formulated in the 2013 rules, was the recognition and introduction of streams, special interest groups (SIGs) and divisions. All had previously existed but they are now a recognised body. For medium and large branches this allows technical issues to be separated from administration enabling the branch management committee to focus on the functioning of the branch and facilitation of technical responses, rather than the response itself.

For branches, under say 20 members or less, the running of streams, SIGs and divisions will be difficult simply due to numbers. Those branches will continue to function as they always have i.e. supporting and providing solutions for all members.

For the larger branch's, a quantum change needs to take place to ensure members share the workload. A few key issues need to be recognised:

1. Branch Management Committees - wherever possible and practical, these should include stream, SIG and division reps where numbers warrant representation. This would allow oversight of technical progress and direct reporting regarding key issues.
2. Branch meetings should no longer be everything for everyone. Full branch meetings should primarily have a reporting and updating focus, leaving the pure administration with the management committee. We suggest perhaps having two meetings a year that are focused on reporting for all members - the AGM and perhaps a mid-year update. The other meetings should be focused on technical issues, training and speakers, (but still open to all members). A branch meeting calendar may be as follows:
  - a. Feb - Cadastral and Young Professionals evening
  - b. Feb - Branch meeting (separate night)
  - c. March - Spatial evening
  - d. April - Urban Design and Land Development evening
  - e. April - Branch meeting (separate night)
  - f. May - Engineering and Hydrography evening
  - g. June - Position and measurement evening
  - h. July - AGM

**Depending on numbers and needs, separate meetings should also be held by management, various SIGs, divisions (CSNZ, WIS, etc) and where other needs require it (sub-committees).**

The logic around such changes is that members are more stimulated by technical presentations. Pure administration should be addressed by a small number of elected members.

## Succession planning

Succession planning should be a continual process that creates a system for identifying, assessing and developing an organisation's talent so it is well prepared to deal with future priorities. It helps to ensure that any leadership team has the strength and skills to deliver strategy. With a systematic approach to the identification and development of talent, our leadership capability can keep pace with our growth and challenges.

We have created a document explaining a little more about succession planning – it's value and things to think about. It can be found at – [Members Resources section](#) in the NZIS website.

## Enquires and issues (Complaints)

NZIS has a complaints procedure that is nationally coordinated and will shortly be reviewed. The details of the current policy and process can be found at – [Public Enquiries](#) page on the NZIS website.

The review will include the suggestion that enquiries regarding members' conduct should not be treated as a complaint until the nature of the enquiry has been reasonably established. IPENZ for example have found that when they triage such enquiries, roughly 90% of complaints were actually a breakdown in communications with the client.

Complaints will rarely be referred back to the members' branch but any outcomes and findings, where there are "lessons to be learned", will be published.

## Conflicts

Council, Board, committee members and staff or members representing NZIS have a duty to act in good faith and not at the expense of NZIS. This means that these members must not place their own interests ahead of the Institute's. There is also an obligation to ensure that their role with NZIS is not used to directly benefit themselves, their families or others whom they are closely associated.

An interest may be actual, potential or perceived and may be unavoidable. It is good practice to declare all potential interests and for an approach to be agreed on the management of any interest or conflict.

In order to promote openness and transparency and to ensure that the highest ethical standards are maintained and seen to be maintained, Council, Board, committee members and staff or members representing NZIS shall promptly record any interests they have. The declaration form and full NZIS policy can be found at – [Members Resources section](#) in the NZIS website. ***These forms can be adapted to suit any level of conflict, if considered appropriate.***

## Business plan

Most branches, streams and divisions probably have a plan however, many are unwritten and the measurement process to record success is often not recorded. Setting the annual plan needs to be a part of everybody's thinking.

At the national level NZIS reviews its progress to plan each February. From then through to April each year, national office gathers information from a range of sources to include in the business plan which is drafted, signed off and ultimately applied from July each year.

Where any branch, stream, SIG or division plan has national implications then it must be supplied prior to 1 April annually.

At branch, stream, SIG and division level we suggest there should be at least one meeting set aside each year to review and update your annual plan. We suggest you use the NZIS Business Plan Plan "traffic light" system as a base template and the NZIS Strategic Plan as the foundation for the

process – [Members Resources section](#) in the NZIS website. Specific objectives should be small in number and may include things like: training to support currency; local government issues and advocacy; items that may require national attention; functions and other key wants and needs. It is important that your group remains realistic in what it can achieve with the volunteer resources available. You are better off achieving four out of five realistic outcomes rather than four out of 20 unrealistic ones.

## **Fee setting and budgets**

All streams, SIGs and divisions are entitled to a minimum of \$1,500 per year to use in support of their objectives from the national body. No details are required regarding the use of this money unless more funds are required. If an idea or plan will require an increased financial commitment from NZIS then that case must be outlined to national office so that the Board can manage any associated risk and ensure the objectives are in line with the strategic plan and worthy of the increased application of member's funds. Staff can assist with developing the project detail, if required.

The national budget structure is well refined and all streams, SIGs or divisions who require support will need to present any national proposal to the CEO by 1 April if they require consideration for general membership funds for the coming year.

For branches, fees of \$20 + GST (Voting) and \$10 + GST (Associate) will be paid for every paying member of the branch. This process began in 2013 and is designed to minimise branch workloads. If a branch wishes to raise further funds in support of items such as scholarships, charities, functions or similar, then they are free to do so, if local members support that process.

Each year every branch, stream or division must provide to NZIS details of their financial position. While an audit is not required, some degree of review by a local accountant or similar should give members some comfort regarding financial management and status.

## **Items provided in the appendices**

Templates supplied range from a comprehensive set of instructions to base forms and templates. The major topics covered are:

### **1. Job descriptions**

The roles and function of the Chair, Secretary, Treasurer and CPD Training Rep are supplied. Duties do vary so the job descriptions supplied can be changed to accommodate individual needs.

### **2. Letters of appointment**

It's important that each elected or appointed individual clearly understands the beginning and end of their term and what is expected of them. They can be developed for each individual circumstance but must contain the basic details noted in the template.

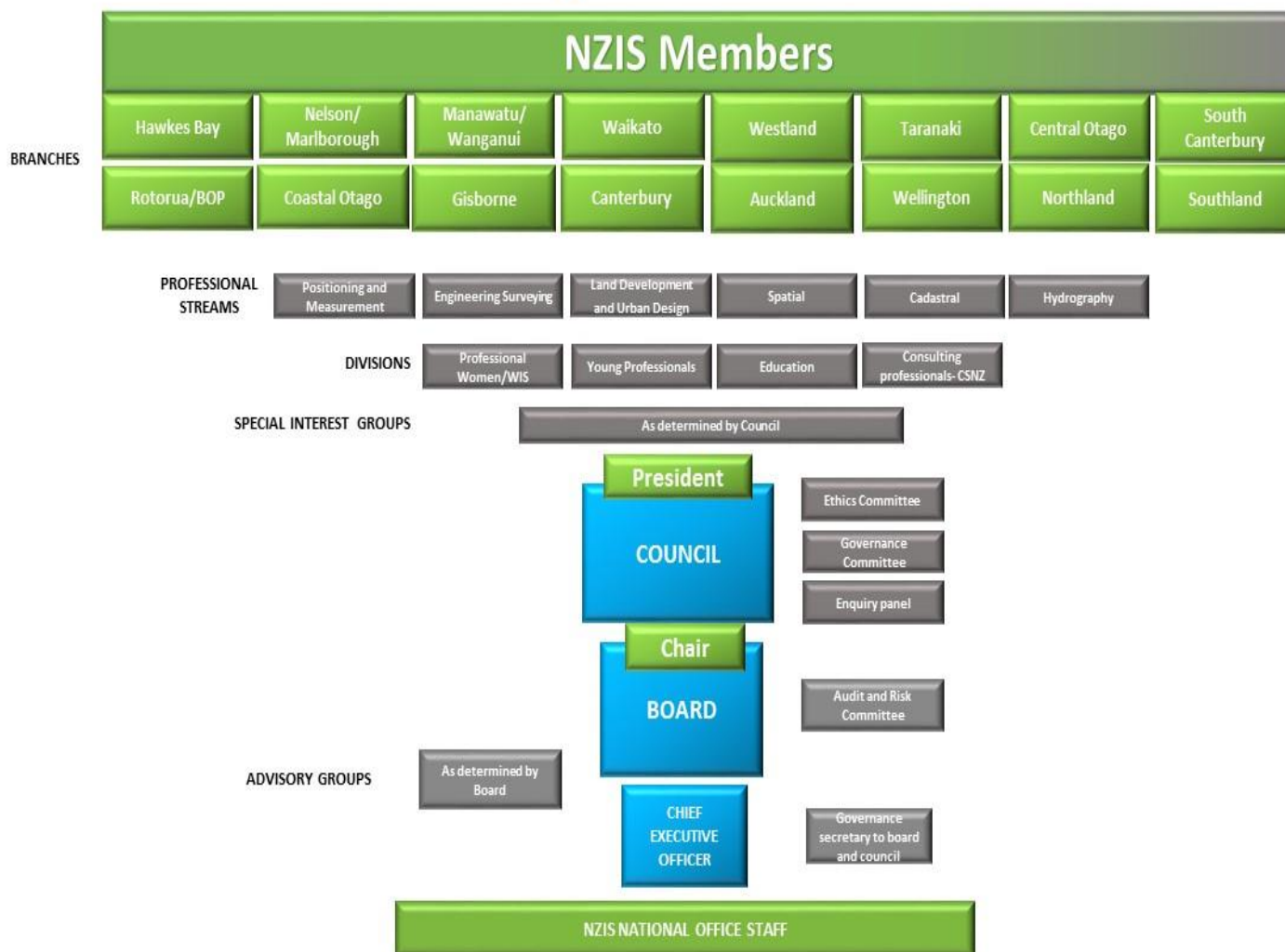
### **3. Meetings – agenda, minutes, AGM**

### **4. Sample media release**

### **5. Running a meeting - a guide for Chairs**

### **6. Annual plan and activity reports**

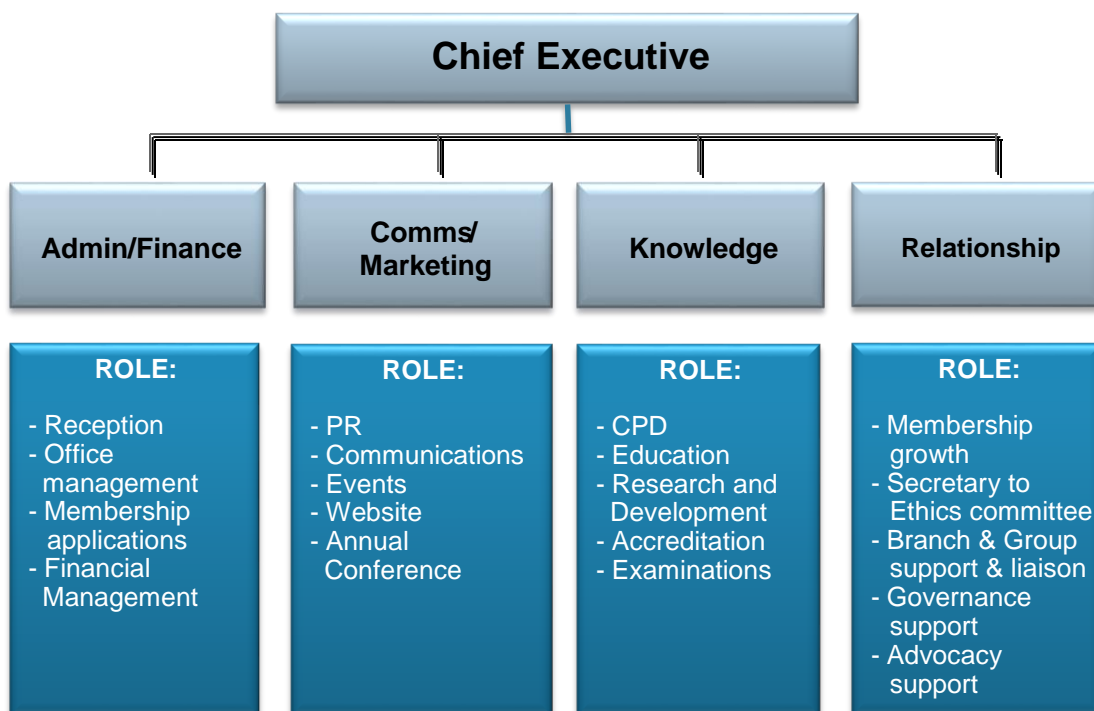
## **NZIS** Structure 2017







## STAFF STRUCTURE



These specialist staff interface with member groups to ensure they have a sound understanding of member needs, external matters and are collectively accountable for implementing the Board's strategy.



## **APPENDICES**

### **3. Job Descriptions – key committee roles**

- 3.1 Chair
- 3.2 Secretary
- 3.3 Treasurer
- 3.4 CPD Training Representative

### **4. Templates re the following functions/activities:**

- 4.1 Letter of Appointment for key roles
- 4.2 Meeting Agenda
- 4.3 Minutes of meetings
- 4.4 Notice of AGM & requirements
- 4.5 AGM Remit
- 4.6 Annual workplan
- 4.7 Activity report
- 4.8 Board report
- 4.9 Media Release

### **5. Media guide**

### **6. Running a meeting – a guide for Chairs**

### **7. Current year Calendar of Events**

### **8. Contact List – National office, Council & Board**



(SAMPLE ONLY)

## CHAIRPERSON JOB DESCRIPTION

The Chairperson is the principal leader of the [ NAME ] Branch/Stream/Division and has overall responsibility for the branch/stream/division's administration.

The Chair sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chair is to facilitate effective committee meetings.

The Chair is elected by the [NAME OF GROUP OR TYPE OF MEMBER eg Branch, Spatial] members and is responsible for representing their views.

### Key Responsibilities and Duties

The Chair shall:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the Branch/Stream/Division at local, regional, and national levels
- Act as a facilitator for Branch/Stream/Division activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### Knowledge and Skills Required

Ideally the Chair is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of NZIS and members
- Has a good working knowledge of the constitution (rules) and the duties of all office holders and sub-committees
- Is a supportive leader for all members.

### Period of Appointment and Estimated Time Commitment

The President is appointed for a [# of YEARS] term. (Note - usually two years.)

The estimated time commitment required as the Chair is [\_\_\_\_] hours per week.

*(The time commitment required as the Chair varies greatly from group to group. Smaller branches/streams/divisions may require the Chair to spend only half an hour to an hour per week whereas larger groups may require two to three hours per week.)*



(SAMPLE ONLY)

## SECRETARY JOB DESCRIPTION

The Secretary is the principal administration person of the [NAME] Branch/Stream/Division and provides the coordinating link between members, the management committee and outside agencies.

### *Responsible to*

The Secretary is directly responsible to the Chair of [NAME of BRANCH/STREAM/DIVISION].

### *Key Responsibilities and Duties*

The Secretary shall:

- Prepare the agenda for Branch/Stream/Division meetings in consultation with the Chair
- Make all necessary arrangements for meetings eg date, time, venue, refreshments
- Ensure adequate notice of meetings is sent out to all applicable members
- Collect and collate reports from office bearers for presentation at meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting and, following approval of Chair, circulate to applicable members
- Receive, action and retain all correspondence in a timely and efficient manner
- Call for and receive nominations for Branch/Stream/Division committees
- Arrange, in consultation with other members, the Branch/Stream/Division annual general meeting (if applicable)
- Collate and arrange for the printing of the annual report (or electronic circulation)
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain file of legal and other important Branch/Stream/Division documents eg rules, contracts, leases or similar
- Help to ensure the efficient and effective running of the Branch/Stream/Division by undertaking other reasonable duties as directed by the Chair or committee

*NOTE - The responsibilities and duties of the Secretary will vary greatly from group to group. Experienced secretaries will tell you that their duties often expand beyond what is sometimes expected of the Secretary.*

### *Knowledge and Skills Required*

Ideally the Secretary is someone who:

- Can communicate effectively both verbally and in writing
- Is well organised and can delegate where appropriate
- Is trustworthy and can maintain confidentiality on relevant matters
- Is well informed of all organisation activities, policies and legal requirements.

*Period of Appointment and Estimated Time Commitment Required*

The Secretary is appointed for a [# of YEARS] term.

The estimated time commitment required as the Secretary is [\_\_\_\_\_] hours per week.

*(The time commitment required as the Secretary of a Branch/Stream/Division varies greatly from group to group. Smaller branches/streams/divisions may require a Secretary to spend only half an hour to an hour per week whereas a larger group may require two to three hours per week on Secretarial duties.)*



(SAMPLE ONLY)

### **TREASURER (or FINANCIAL CONTROLLER) JOB DESCRIPTION**

The Treasurer is the principal financial management person for the [ NAME] Branch//Division.

#### *Responsible To*

The Treasurer is directly responsible to the Chair of [NAME OF BRANCH/DIVISION].

The Treasurer will chair the Finance Committee [DELETE IF NOT APPLICABLE].

#### *Key Responsibilities and Duties*

The Treasurer shall:

- Prepare and regularly monitor the annual budget
- Arrange payment of all invoices and send out accounts for monies owed
- Keep a current and accurate record of all financial transactions
- Keep secure all documentation as evidence of payments made and monies received
- Ensure accurate and current financial reports are available for all committee meetings (and ensure the reports are easily understood by members)
- Arrange the annual accounts review (audit is not required) and prepare all necessary information eg documentation, reports
- Produce the annual financial report.

#### *Knowledge and Skills Required*

Ideally the Treasurer is:

- Well organised
- Able to allocate sufficient regular time to carry out the duties described above
- Able to keep accurate and current records
- Able to work in a logical orderly manner
- Familiar with basic accounting requirements and spreadsheets eg debtors, creditors, bank reconciliations, record keeping.

#### *Period of Appointment and Estimated Time Commitment Required*

The Treasurer is appointed for a [# of YEARS] term.

The estimated time commitment required as the Treasurer is [\_\_\_] hours per week.

*(The time commitment required as the Treasurer of a Branch/Stream/Division varies greatly from group to group. Smaller branches/streams/divisions may require the Treasurer to spend only half an hour per week whereas larger groups may require up to two hours per week on Branch/Stream/Division related duties.)*



(SAMPLE ONLY)

### CPD TRAINING REPRESENTATIVE JOB DESCRIPTION

The CPD Training Rep is principally responsible for working with local membership to identify and facilitate training for members of the [ NAME] Branch/Stream/Division.

#### *Responsible To*

The CPD Training Rep is directly responsible to the Chair of [NAME OF BRANCH/ STREAM/ DIVISION].

#### *Key Responsibilities and Duties*

The CPD Training Rep shall:

- Identify local training gaps and access the level of local or national support required
- Keep abreast of current training courses/seminars available in NZ
- Identify those courses/seminars best suited to local members
- Work with National office to facilitate training at Branch/Stream/Division level
- Work with local experts to facilitate training to address identified local gaps
- Supply feedback to national office on potential CPD and training initiatives via annual CPD feedback surveys
- Promote NZIS national office CPD events to Branch/Stream/Division members

#### *Knowledge and Skills Required*

Ideally the CPD Training Rep is:

- Well organised
- Able to allocate sufficient regular time to carry out the duties described above
- A good communicator
- Able to work in a logical orderly manner
- Knowledgeable about current technical training requirements for the surveying & spatial profession

#### *Period of Appointment and Estimated Time Commitment Required*

The CPD Training Rep is appointed for a [# of YEARS] term.

The estimated time commitment required as the CPD Training Rep is [\_\_\_] hours per week.

*(The time commitment required as the CPD Training Rep of a Branch/Stream/Division varies greatly from Branch/Stream/Division to Branch/Stream/Division. Smaller groups may require the CPD Training Rep to spend only half an hour per week whereas larger groups may require up to two hours per week on Branch/Stream/Division related duties.)*



New Zealand Institute of  
Surveyors  
PO Box 5304  
Lambton Quay  
Wellington 6145  
Tel: 04 4711774  
Website: [www.surveyors.org.nz](http://www.surveyors.org.nz)

[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.surveyors.org.nz](http://www.surveyors.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





(SAMPLE ONLY)

## Agenda

[NAME OF BRANCH/STREAM/DIVISION] Meeting to be held at [NAME OF VENUE]  
on [DAY & DATE]  
commencing at [TIME]

---

**Attendees:**

**Apologies:**

**In attendance:**

(Eg invited guests, speakers, members of other groups)

### 1. Welcome

### 2. Confirmation of Minutes and Matters Arising

- Meeting: [DATE]

### 3. Conflicts Register [DELETE IF NOT APPLICABLE]

### 4. Health and Safety

### 5. Focus items

- List items to be discussed

### 6. Strategic Items

- List items to be discussed

### 7. Financial Reports

- [DATE] Financial report (Income and Expense report – Actual against Budget)
- Schedule of payments made during preceding period & current invoices outstanding
- Schedule of monies received during preceding period & current monies owed
- List any other items to be discussed

### 8. Other Business

Estimated meeting will close [STATE TIME]



(SAMPLE ONLY)

**MINUTES of [NAME OF BRANCH/STREAM/DIVISION] Meeting  
Held at [NAME OF VENUE]  
on [DAY & DATE] commencing at [TIME]**

---

**Attendees:**

**Apologies:**

**In attendance:**

(Eg invited guests, speakers, members of other groups)

**1. Welcome**

- Summarise opening remarks

**2. Confirmation of Minutes and Matters Arising**

- Minutes of Meeting [DATED] [previously circulated (preferred option) or tabled]
- Summarise key matters discussed
  - **Resolution: It was resolved that** the Minutes [as read or amended] be accepted.
- Matters Arising/Action Points
  - List items as applicable

**3. Health and Safety [DELETE IF NOT APPLICABLE]**

- Summarise matters discussed
  - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

**4. Focus items**

- Summarise matters discussed
  - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

**5. Strategic Items**

- Summarise matters discussed
  - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

**6. Financial Reports**

- [DATE] Financial report (Income and Expense report – Actual against Budget)
- Schedule of payments made during preceding period & current invoices outstanding
- Schedule of monies received during preceding period & current monies owed
- Summarise key matters discussed
  - **Resolution: It was resolved that** [note any amendments – if none, accounts/reports accepted as tabled]

## 7. Other Business

- Summarise matters discussed
  - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

## 8. Date for Next Meeting [            ]

Meeting closed at [STATE TIME]



(SAMPLE ONLY)

## NOTICE OF ANNUAL GENERAL MEETING

---

The Annual General Meeting of the [NAME] Branch will be held in [NAME OF TOWN/CITY] as follows:

**Date:**

**Time:**

**Place:**

All members and interested individuals are welcome to attend.

***The purpose of the AGM is to:***

The following are examples of the types of things to be discussed/agreed at an AGM

1. receive the annual report and financial statements of [NAME] Branch;
2. receive a presentation from the Chair on the previous years' activities and plans for the coming year
3. announce the committee members/office holders for the ensuing year;
4. announce the Chair and Deputy Chair for the ensuing year(s);
5. consider any nominations for Fellowship of NZIS that the branch wishes to put forward to NZIS;
6. record any local Honorary Status made during the year (if any);
7. consider proposed remits (if any); and
8. consider any other business on the agenda.

### **Notes regarding Branch Annual General Meetings**

The purpose of the Branch AGM is to inform and facilitate debate over key matters that have evolved during the preceding year and to discuss/agree items for the forthcoming year.

The date for the AGM should be fixed by the local committee and should be within a month or two of the end of the financial year.

The Branch must give Voting Members, Fellows and all those eligible to attend:

- a. not less than 28 days' notice of the date, time and venue of the AGM and call for remits or discussion points;
- b. not less than 7 days' notice of the agenda and content (documents) for the AGM and;
- c. such information as to enable members to form a view on the agenda items.

Committee and Chairs should be careful regarding the taking of general business items from the floor on the day of the meeting. Standard practice for an AGM is that no general business items are accepted on the day. To do so can give those putting forward the item an advantage over other members in terms of an understanding of the matter and therefore it is less likely that informed debate will ensue.



**(SAMPLE ONLY)**

## **AGM REMIT**

The [ NAME ] Branch [or member] wish to put forward a Remit for the upcoming AGM to be held in [LOCATION] on [DATE]:

### **MOTION**

*“The [NAME] Branch requests that the Branch or NZIS:*

Detail nature of request eg

- *Branch or National office to do .....*
- *Amend the Constitution – clause x to read .....*

### **LOGIC**

Provide detail regarding why you wish the requested actions be taken. This should include confirmation that the Branch members support the remit, when it was discussed, how many members attended and the number of votes cast in favour.















(SAMPLE ONLY)

## New Zealand Institute of Surveyors

[NAME] Branch/Stream/Division

Annual Plan [YEAR]  
As At [ DATE ]

STRATEGY	ACTION	TIME FRAME	PROGRESS TO DATE	PERSON RESPONSIBLE	NOTES TO TARGET
<b>EXAMPLES</b>					
<b>1. Outcomes</b> - Develop outcomes sought by the Branch that reflect increased membership support and innovation.					
1.1 Sub-goal(s)	a) Events	Now	  	Who?	Provide detail of event to be help and desired outcome
<b>2. Education and Training</b> – support a method reflective of Branch members.					
2.1 Sub-goal(s)	a) Ensure CPD or training options reflects the needs and wants of the Division.	March	  	Who?	Provide a position statement and input for CPD and training support for your Div.
<b>3. Other</b>					
3.1 Sub-goal(s)	a) ???		  		
	b) ???		  		



**(SAMPLE ONLY)**

**REPORT OF [STREAM/DIVISION] – As At [ DATE]**

---

**Leadership Group:**

- Name; location; branch

**Membership:**

- Current numbers
- Increased or Decreased?
- Plans/activities to increase?

**Summary of goals for the year:**

- Summarise in bullet point form eg – increase our membership to 200 members

**Status/progress of each goal:**

- Provide brief summary

**Training:**

- Requirements identified – provide detail
- Facilitated ? number of seminars/trainings
- Proposed for the coming months/year
- General feedback from members

**Key Activities to date:**

- Provide detail of Stream activities during the months to date eg  
*The Stream has contributed, or its members have been involved with, the following activities during the year.*
  - *Provided contributions to .....*
  - *Held ? meetings with associates to discuss .....*
  - *Presented at ? conference*
  - *Supported ? to achieve .....*

**Anything else the Stream would like to share with Council and the wider membership:**



(SAMPLE ONLY)

## NZIS BOARD REPORT

Meeting date: [            ]

Subject: [            ] Agenda item [    ] As per agenda sheet

Report by: [            ] NAME(s) & POSITION

[SUBJECT IN FULL IF THE SHORT VERSION ABOVE DOES NOT CLEARLY EXPLAIN]

### 1. EXECUTIVE SUMMARY

*Main points or highlights from the report. This should allow the reader to understand the key points in the full report. For short reports this heading could be changed to Summary.*

### 2. RECOMMENDATION(S)

*What action(s) is/are recommended to the Council/Board. Usually starting with "It is recommended that the Council/Board resolve that:*

Signature \_\_\_\_\_  
[NAME/POSITION]

### 3. REPORT

#### 3.1. **Background**

*Insert a statement of the proposed decision, the objective of the proposed decision and the issue or problem being addressed. Include background/ history. Include a statement determining the level of the decision's significance. The significance of proposals and decisions determines how much time, money and effort is put into exploring and evaluating options and obtaining the views of affected and interested parties.*

#### 3.2. **Options considered**

*Identify and assess all reasonably practicable options (including not to take any action) for achieving the objective showing consideration to:*

- *The benefits and costs in terms of the present and future aspects of the action in relation to NZIS objectives*
- *The extent to which our vision would be promoted or achieved*
- *The impact, if any, on NZIS's capacity to meet present and future needs in relation to this action*
- *Any other matters considered relevant.*

#### 3.3. **Policy, Rules and Plan consideration**

*Even though some of our policy is still evolving, consider how the objective/recommendation measures up against our mission, plans, budget and policies. Any inconsistencies (and the reasons*



*for the inconsistencies) must be identified. Any intentions to amend the policy or plan to accommodate the decision must also be clearly identified.*

### **3.4. Consideration of stake holders' interests**

*State how the views and preferences of persons likely to be affected by, or have an interest in the matter have been given adequate consideration and how that consideration was given. Outline any consultation that has been undertaken.*

*This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.*

### **3.5. Other issues**

*With some projects and reports there will be a need for a specific heading(s), such as Risk or similar. Add such headings as required in the area of the report that is best placed for the priority of focus.*

### **3.6. Final considerations**

*State whether or not the matter is provided for in the **Business** Plan – or what is currently planned, and if it is within budget. If not in the approved Business Plan/Budget, include recommendations for funding. Also, consider any ongoing costs eg consultant fees, cost or equipment, flights, etc.*

*This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.*

### **3.7. Time frames and implementation**

*Consider timeframe and implementation requirements for the initiative and detail accordingly with key milestones to be measured to assist with monitoring.*

*This section may not be applicable for all decisions. If not applicable, please state "Not relevant to this report" to show that consideration has been made.*

## **4. Conclusion**

After considering all issues, options, as well as giving consideration to the strategic direction, policy and plans of NZIS and the financial implications, the conclusion/recommendation of this report is to [ Provide detail here of what you want].



## MEDIA RELEASE

[DATE]                      Media Release – [BRANCH NAME]  
 Member of New Zealand Institute of Surveyors

[A snappy headline that summarises what your release is about]

Whatever focus you choose for your story, you must remember to cover the basics. Your media release should always say **what** is going on, **why** it's happening, **who** is involved, and if it's related to an event you need to say **where** its taking place and **when**.

- Keep it brief and to the point, no more than one A4 page, formatted with type that is at least 11 point and spaced so that it is easy to read.
- Use short sentences.
- Order your information from most important to least important.
- Journalists like quotes from a spokesperson that add colour – quote yourself if there is no one else. If you quote somebody else, ask their permission first.
- Check the spelling and grammar are correct and double check any times, dates and venues that are mentioned.
- Follow up your media release with a phone call.

[At the end of the release, its useful to include a small paragraph about NZIS (Jan at national office can assist with this). Remember to include your name and contact details - phone numbers and email address. And Attach a relevant high resolution image if possible or provide access to the images via, for example, Google Photos.]



## MEDIA GUIDELINES

Information guide for dealing with your local news media.

### Written media releases

- Keep your writing professional, factual and succinct
- Have a key message with supporting facts; cover why it's interesting in your intro paragraph
- Use clear simple language and avoid jargon
- For press releases, keep them short - within half to one page: approx. 500-700 words.
- It is good to provide a quote in a written media release
- If you express a personal opinion, make sure it is clear that it is your own opinion and not an NZIS position
- Always Include the name and contact details of someone is available and who can talk to the content and provide further information
- Provide a relevant high quality image (1mb) or person's photo if applicable image
- Sometimes it is helpful to contact the editor of the publication prior to sending the release

### Verbal interview

- If you're put on the spot when a journalist calls out of the blue, it is totally acceptable to ask them to call back in 15 mins to allow you to prepare
- Keep your answers brief and conversational; radio interviews are based on short sound bites!
- Try to avoid too many 'ums' and 'ahs'
- Don't ramble – stop when you've answered the question
- Be prepared and confident – know your facts
- Don't use jargon
- Use interesting analogies and examples
- If you're not comfortable answering a question say so but then return to your main points
- If you express a personal opinion, make sure it is clear that it is your own opinion and not an NZIS position

For assistance contact National Office Communications & Marketing Manager:

[ianlawrence@surveyors.org.nz](mailto:ianlawrence@surveyors.org.nz)

More detailed information regarding working with the media is available at [Member resources](#) on the NZIS website.



## Running a meeting – a guide for Chairs

### How to run a meeting

Within a Branch there are several different types of meeting that may be required. Some are informal, others are more formal such as an annual general meeting (AGM).

A good meeting will ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these.

Any meeting will need someone to be in charge or 'chair' it and another person to write down the minutes (the written record of a meeting). The minutes should give an overview of the structure of the meeting, starting with a list of those present, a list of the various issues discussed, and any responses/decisions that are made.

Informal meetings can be very useful with members encouraged to be more relaxed and engaged in open discussion. However, they still require some management/chairing to ensure constructive outcomes. You might hold an informal meeting to:

- discuss new ideas (Streams and Divisions are a recent focus)
- gather opinions and solve problems
- ensure everyone is still feeling enthusiastic about the Branch
- brainstorm ideas for events and training.

### Tips to running a good meeting

- Establish the purpose and desired outcomes of the meeting
- Distribute an agenda prior to the meeting, unless it's an informal meeting
- Check that everyone understands the topics to be discussed
- Ensure everyone listens to each other carefully
- Ensure only one person speaks at a time
- Encourage everyone to be objective and keep discussion focused on the topic
- Examine each option individually and objectively in order to reach a conclusion
- Be very cautious with regard to General Business – a "political" agenda item is likely to cause issues when it is raised with no prior warning, with only the mover and his/her supports aware of the desired outcome. The general guide for a "complicated item" is for the person to be asked to submit a paper for consideration at the next meeting.

Formal meetings such as the AGM are usually a reporting meeting for the Branch. This means that your Branches aims, activities and finances are reported on at this meeting. They are usually held annually and open to anyone directly involved with the Branch. It is also when key roles like the chairperson are decided upon.

The Branches chair, manager/secretary and treasurer usually prepare the AGM agenda and distribute to all members prior to the meeting. Your Branches chairperson should run the meeting ensuring adherence to the agenda.



## **Making a Submission to parliamentary select committees, government agencies or territorial authorities**

### **Background**

From time to time you may be required to prepare and present a submission on behalf of your branch members on issues of local or regional interest. Submissions will usually be directed to the relevant territorial authority but from time to time you may need to submit to a parliamentary select committee or central government agency. This document sets out some useful guidance on the form and structure of a submission, how to access relevant information and tips for preparing and presenting an oral submission.

Please do not hesitate to contact NZIS National Office if you require assistance and support in preparing your submission, particularly if the issue under consideration may be of national significance.

### **What is a submission?**

A submission is an opportunity to present your views on an issue before a select committee, government agency or territorial authority.

Submissions are normally prepared in written form, and can be reinforced through oral presentation to the committee, agency or authority. By writing or presenting a submission, you will be providing NZIS's expert insights, observations, and opinions on behalf of our members. Our role as a leading advocate for surveying and spatial professionals gives authority and validity to the submissions we make.

### **Calling for Submissions**

When a committee agency or authority decides to seek submissions, it usually places advertisements in the major daily, or relevant local, newspapers, and on the parliament, agency or authority website. The notification will state:

- the name of the bill, inquiry, or matter under consideration for which submissions are sought
- the name of the committee agency or authority that is considering the matter
- the date by which submissions can be made.

### **Public Access to bills and other government publications**

Information about bills before parliament and its committees can be accessed online from the Parliament website [www.parliament.nz](http://www.parliament.nz). All bills are available for download from the New Zealand Legislation website [www.legislation.govt.nz](http://www.legislation.govt.nz). Some larger libraries also hold copies of bills.

Copies of bills can also be purchased at Vicbooks Pipitea (23 Lambton Quay, Wellington) and several other bookshops throughout New Zealand. If you call 04 568 0005, Legislation Direct staff will inform you of the stockist nearest you, or you can place a direct order with Legislation Direct, [www.legislationdirect.co.nz](http://www.legislationdirect.co.nz).

Government agencies and territorial agencies will usually provide relevant documents through their websites and on request.

### **Writing a submission: General Principles**

Your submission should be drafted in a way that is ordered and easy to read. The following are suggestions that will help you achieve this. A suggested format is included as an appendix.

You should include the following information:

#### **Heading**

Head your submission with the name of the body to which it is addressed and the full title of the bill, inquiry, or matter under consideration.

### ***Introduce the NZIS***

Provide a summary of the NZIS, its aims, membership and structure. Note how much support you have, and how widely you have consulted while writing the submission.

If you wish to present an oral submission, include this with your name, designation, daytime telephone number and email address. If you wish others to appear with you, include their names and, if representing an organisation, their designations.

### ***Content of your submission***

While there are differences in the way in which a submission is written for a bill, inquiry or other matter, there are five basic principles that apply to both:

- **Relevancy.** Your submission must be relevant to the matter under consideration. A submission may not be accepted if the receiving authority does not consider it relevant.
- **Clarity.** Arrange your sentences and paragraphs in a logical order. Present a clear and logically developed argument. A submission that jumps from one issue to another and back again or jumbles unrelated issues together may confuse the reader and reduce its impact.
- **Precision.** Be simple and direct. Do not write more than is necessary. An overly long submission may prove too long for the reader to consider fully. They want to know what you think and the evidence or arguments you have that support your view.
- **Accuracy.** Be accurate and complete. Include all relevant information. It will only confuse the reader if, in your submission, you refer to evidence or information that is not included. Make sure your facts are correct. An error-ridden submission will greatly reduce its impact and credibility.
- **Conclusion.** Restate your recommendations in a conclusion at the end of the submission or an executive summary at the beginning. Consider listing your submission's recommendations or summing up its main points.

### **Writing a submission on a bill**

When writing a submission on a bill you should have a copy of that bill so you know what is being proposed. You will then be able to focus your submission on what the bill actually contains. First, state your general position on the bill, whether you support or oppose the measure being proposed, and give your reasons. Having stated your general position, make more detailed comments on the clauses that are of concern to you. If you feel that certain clauses need to be changed, say so, and give your reasons. You might also like to suggest new wording for the clauses that you feel ought to be changed. Using clauses as numbered in the bill is a good way to organise your submission.

### **Writing a submission on an inquiry or other matter**

Writing a submission for an inquiry or other matter is different from writing a submission on a bill. As there are no specific clauses to comment on, use the terms of reference as a guide to presenting your views. You may then list any specific recommendations that you wish the committee to consider.

### **Presenting an oral submission**

An oral submission provides you with the opportunity to reinforce what you have said in your written submission. It also allows the committee considering the matter to clarify points raised in your submission. If the committee has decided to hear your submission, staff will inform you of the time and place of the meeting and the time allocated for your submission. Notification may be at short notice.

***Before the meeting.*** The format for the presentation of oral submissions varies between committees and on the nature of the matter under consideration. As the hearing of evidence during

a meeting is generally open to the public and the news media, you may wish to attend one of these meetings before you give evidence or arrive early and observe other presentations. It is best to discuss any concerns about giving evidence with committee staff before the meeting commences.

***Preparing your oral presentation.*** Prior to appearing before the committee, it is a good idea to prepare your submission so you're able to present all relevant points and leave enough time for questions. Although committees usually work to a timetable, the time allocated to hear a submission will vary.

***At the meeting.*** At the meeting, when the committee is ready to hear your submission, the chairperson will invite you to come forward. At this stage, you should introduce yourself and anyone who may be appearing with you.

Following the introductions, the chairperson will ask you to speak to your submission. Briefly summarise the main points of your submission along with any recommendations. All communication with the committee should be addressed through the chairperson. Because of time constraints and the fact that the committee will have already studied your submission, you should not read it out. If there is any new information that has become available you may wish to inform the committee of it. Bear in mind that committee members may wish to ask you questions to clarify matters and discuss issues raised by your submission, so it is important to leave time for them to do so. Please provide any supplementary submission electronically to committee staff prior to the meeting or bring copies to the meeting for distribution.

After the presentation of your submission the members of the committee will usually question you to clarify points they are uncertain about or that they feel require further examination. If there are any other people appearing with you, you may wish to call on them to answer questions.

Sometimes the committee will ask for additional information during the hearing. If you agree to provide the information, you should forward copies of each item of information requested to committee staff by an agreed date.

## Appendix: Suggested submission format

### Covering letter

Date

#### Submission on the XXX Bill/Inquiry/other

To the (name of Committee) Committee

#### Personal details

This submission is from *(name of individual/organisation and address)*.

I/we wish to appear before the committee to speak to my/our submission.

I can be contacted at: *(List your daytime contact telephone number and email address or the name, address, contact telephone number; and email address of the contact person for your organisation if different from above)*.

I/we wish that the following also appear in support of my/our submission:  
*(list names and positions in organisation)*.

### Submission

I/we support/oppose the intent of this *(bill/inquiry/other)* because *(state reasons)*. Include brief details of NZIS's aims, membership and structure and the people consulted in the preparation of the submission.

I/we wish to make the following comments *(general views)*.

#### Clause 1 *(if submitting on a bill)*

I/we support/oppose this clause because *(state reasons)*.

#### Clause 2 *(if submitting on a bill)*

Although I/we agree with the general intent of this clause, I/we consider that *(note changes you would like made and suggest new wording)*.

#### Specific comments *(if submitting on an inquiry)*

I/we wish to raise the following matters under term of reference 1, term of reference 2, etc *(expand on your views and give reasons)*.

#### Recommendations

*(List any further recommendations or conclusions you wish the committee to consider. You may wish to restate recommendations mentioned earlier.)*





## NZIS Calendar of Events – As at January 2017

### January

23	Wellington Anniversary (NZIS national office closed)
----	--

### February

1	Committee reports for February Council meeting due
1	Archaeology & Heritage seminar - Auckland
1	Copy deadline for March <i>Survey &amp; Spatial</i>
2	Archaeology & Heritage seminar – Wellington
3	Archaeology & Heritage seminar - Christchurch
6	Waitangi Day
16	2017 Cadastral Law Examination & Cadastral Licencing Examination
16	NZIS Board meeting
17/18	NZIS Council meeting

### March

10	Distribution of <i>Newslink</i>

### April

7	Distribution of <i>Newslink</i>
10	Professional Entrance Examinations
14	Good Friday (NZIS National office closed)
17	Easter Monday (NZIS National office closed)
25	Anzac Day (NZIS National office closed)

### May

1	Copy deadline for June <i>Survey &amp; Spatial</i>
5	Distribution of <i>Newslink</i>
	NZIS Awards – call for entries
	Preparation of year end accounts

### June

1	NZIS Board meeting
2	Distribution of <i>Newslink</i> and <i>Survey &amp; Spatial</i>
5	Queen's Birthday holiday (NZIS National office closed)
Mid	Annual Membership invoices sent out
22 – 24	NZIS annual conference - Napier

## July

7	Distribution of <i>Newslink</i>
	Audit of year end accounts by Grant Thornton
	Annual Member Survey
	1 <sup>st</sup> call - Branch/Group reports for Annual Report & Year Book

## August

1	Branches report to the CEO a report of activities against plan and budget for the previous financial year. <b>An audit is not required.</b>
	Copy deadline for September <i>Survey &amp; Spatial</i>
4	Distribution of <i>Newslink</i>
	CPD points returns due
	Final deadline for receiving CPD points returns
18	NZIS Board meeting
18	1 <sup>st</sup> notice (60 days) of NZIS Annual General Meeting (AGM)
18	Notice calling for remits and nominations for NZIS Council
18	Fellows Nomination ballot
	2 <sup>nd</sup> /Final call – Branch/Group reports for Annual Report & Year Book

## September

8	Distribution of <i>Newslink</i> and <i>Survey &amp; Spatial</i>
	NZIS Annual Report published
	RPSurv and CPD certificates distributed
18	2 <sup>nd</sup> /final notice (30 days) of NZIS AGM
18	Closing date for nominations for Council and receipt of remits

## October

6	Distribution of <i>Newslink</i>
7	Council committee reports due
17	NZIS Board meeting
18	NZIS Council meeting
TBC 18?	NZIS Annual General Meeting
TBC 18?	NZIS Awards presentation
TBC 18?	Stakeholder workshop; Comms Forum
23	Labour Day (NZIS National office closed)

## November

1	Copy deadline for December <i>Survey &amp; Spatial</i>
3	Distribution of <i>Newslink</i>
13	Professional Entrance Examinations
	NZSEA Awards
	Closing date for NZIS Research Grants and Bursaries
	Publication of 2017/2018 Annual Circular

## December

8	Distribution of <i>Newslink</i> and <i>Survey &amp; Spatial</i>
22	NZIS National office closes for Xmas



## TELEPHONE AND EMAIL DIRECTORY

NZIS COUNCIL MEMBERS					
First Name	Last Name	Email	Phone	STREAM	LOCATION
Michael	Cutfield	<a href="mailto:michaelcu@fcc.co.nz">michaelcu@fcc.co.nz</a>	027 239 0266	Engineering	Auckland
Matthew	Ryder	<a href="mailto:mattr@cheal.co.nz">mattr@cheal.co.nz</a>	021 608 600	Cadastral	Taupo
Bruce	Wallen	<a href="mailto:bruce@dmlsurveys.co.nz">bruce@dmlsurveys.co.nz</a>	021 630 529	Hydrographic	Auckland
Rachelle	Winefield	<a href="mailto:rwinefield@linz.govt.nz">rwinefield@linz.govt.nz</a>	021 143 3215	Measurement	Wellington
Gregory	Byrom	<a href="mailto:gmbbyrom@gmail.com">gmbbyrom@gmail.com</a>	021 155 0434	Spatial Professionals	Wellington
Phillip	Cogswell	<a href="mailto:phil@cogswellsurveys.co.nz">phil@cogswellsurveys.co.nz</a>	027 453 1335	Land Dev - Urban Design	Cambridge
Guy	Panckhurst	<a href="mailto:guy@surveyingthebay.co.nz">guy@surveyingthebay.co.nz</a>	021 173 9953	CSNZ	Napier
Melissa	O'Brien	<a href="mailto:Melissa_O'Brien@trimble.com">Melissa_O'Brien@trimble.com</a>	027 346 6100	Young Professionals	Christchurch
Elaine	McAlister	<a href="mailto:emcalister@paradise.net.nz">emcalister@paradise.net.nz</a>	027 235 3753	Women in Spatial	Wellington
Christina	Hulbe	<a href="mailto:christina.hulbe@otago.ac.nz">christina.hulbe@otago.ac.nz</a>	021 242 1155	Education	Dunedin
Mark	Allan	<a href="mailto:mark.allan@surveyors.org.nz">mark.allan@surveyors.org.nz</a>	027 435 1610	PRESIDENT	Christchurch
Rebecca	Strang	<a href="mailto:rebecca.strang@surveyors.org.nz">rebecca.strang@surveyors.org.nz</a>	021 800 279	VICE PRESIDENT	Auckland
Daniel	Williams	<a href="mailto:daniel.williams@surveyors.org.nz">daniel.williams@surveyors.org.nz</a>	027 484 6477	BOARD	Auckland

NZIS BOARD MEMBERS				
First Name	Last Name	Email	Phone	Location
Mark	Allan	<a href="mailto:markallan@surveyors.org.nz">markallan@surveyors.org.nz</a>	027 435 1610	Christchurch
Daniel	Williams	<a href="mailto:danielwilliams@surveyors.org.nz">danielwilliams@surveyors.org.nz</a>	027 484 6477	Auckland
Simon	Jellie	<a href="mailto:simonjellie@surveyors.org.nz">simonjellie@surveyors.org.nz</a>	027 566 5560	Wellington
Thomas	Gibbons	<a href="mailto:thomasgibbons@surveyors.org.nz">thomasgibbons@surveyors.org.nz</a>	021 675 091	Hamilton
Bruce	Anderson	<a href="mailto:bruceanderson@surveyors.org.nz">bruceanderson@surveyors.org.nz</a>	027 270 572	Wellington
Andrew	Stirling	<a href="mailto:andrewstirling@surveyors.org.nz">andrewstirling@surveyors.org.nz</a>	021 720 802	Auckland
Rebecca	Strang	<a href="mailto:rebecca.strang@surveyors.org.nz">rebecca.strang@surveyors.org.nz</a>	021 800 279	Auckland

NZIS National Office Staff				
First Name	Last Name	NZIS Email	Phone	Role
Hadyn	Smith	<a href="mailto:hadynsmith@surveyors.org.nz">hadynsmith@surveyors.org.nz</a>	022 108 8928	Chief Executive
Jan	Lawrence	<a href="mailto:janlawrence@surveyors.org.nz">janlawrence@surveyors.org.nz</a>	021 337 738	Marketing and Communications Manager
Vanessa	Delegat	<a href="mailto:vanessa@surveyors.org.nz">vanessa@surveyors.org.nz</a>	027 337 7065	Knowledge Manager
Tara	Govind	<a href="mailto:taragovind@surveyors.org.nz">taragovind@surveyors.org.nz</a>	027 346 1937	Event & Administration Manager
Craig	Smith	<a href="mailto:craig@surveyors.org.nz">craig@surveyors.org.nz</a>	021 689 542	Relationship Manager
Carlos	Castro	<a href="mailto:carlos@surveyors.org.nz">carlos@surveyors.org.nz</a>		Accounts

END