



Ko te Hapori tō mātou Pokapū
Community is at our Centre

Governance Group
Induction Information
2016—2017

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Welcome from the Chair

Congratulations on becoming a member of the Glenfield Community Centre's Governance Group.

This induction manual is prepared with your needs in mind and aims to provide answers to the most common questions around your role and responsibilities, as well as useful information about our organisation, its mission and values, its history, and role it plays in our community.

Glenfield Community Centre sits in the heart of Glenfield and has a proud history of service to the local community that stretches back to when we incorporated in May 1977. The Mission Hall has stood on the site since 1915 and celebrated its restoration and centenary in 2015.

The Centre sees over 30,000 persons visit it annually to use space for a wide range of purposes, but always remaining focussed on meeting the educational, physical, spiritual, cultural and emotional wellbeing of Glenfield and the Kaipātiki community.

Its location and proximity to the local library and Council offices help make it a *de facto* civic centre for the township, and our role as a Board is to ensure that we continue to meet the needs and wants of our community while providing this valuable service for the benefit of whomever wishes to use it.

As we enter our fourth decade as a society; I welcome you aboard and look forwards to working with you.

Remember: "*Ko te Hapori tō mātou Pokapū: Community is at our Centre.*"



Frankie Godfrey-Robson
Chair

December 2016

Governance

What is Governance?

“Management is doing things right. Leadership is doing the right things.” Peter Drucker

When people talk about ‘Governance’, they are usually talking about the role of the ‘Board’. Boards exist to ensure an organisation is well-run and well-governed, so that members and stakeholder groups can have confidence in the organisation remaining a going-concern and focussed on serving their needs.

A good Board will annually review its *function*, agree on its *direction* for the following year, then ensure that these are put into *effect* and adhered to. Good governance empowers an organisation to place itself successfully within its external working environment, supports its members and stakeholder groups, manages risk, and ensures the organisation remains a going concern.

Good governance helps an organisation:

- Set a defined mission and vision for the future;
- Monitor progress towards achieving the agreed objectives;
- Take a ‘big picture’ view of the organisation separate from the operations;
- Ensure there is accountability and oversight of operations;
- Ensure that policies are in place and updated on a regular cycle;
- Manage risk and improve performance;
- Find the right balance between making short-term gains and building long-term prosperity; and
- Supports Management in the achievement of these goals.

As a member of the Board, you will be expected to help work collectively towards these aims. This handbook is here to support you and provide context.

A Very Brief History of the Glenfield Community Centre:

The Glenfield Community Centre is a not-for-profit (NFP), incorporated society with charitable status established in 1977. The Society formed in order to support members of the local community, especially those disadvantaged or in particular need. It operated out of shared premises located on land provided by the Methodist Church of New Zealand, and with the support of similar community-focussed organisations including Plunket, Alcoholics Anonymous, and the Takapuna City Council.

In 1993, after an arson attack destroyed two of the pre-fabricated buildings on the site, the current Centre was erected. Designed by Bonnington & Richards Architects, the project was a joint-funded initiative between the Council, Church and the Society. This relationship was formalised under a Deed of Lease whose term guarantees occupancy by the Centre up until 2060.

Until then, the Society pays a peppercorn rental to the Church, owns, operates and maintains the building, and, in light of the services that it runs, the Council provides an annual operating grant for which the Centre has an annual work-plan of specific mutually agreed objectives and continues to make available space for the community to use.

Vision:

The Society's vision is set out in its Strategic Plan:

"Our vision is to create the ideal, functional facility to enable groups to come together, and meet and inspire new groups to form."

This is summarised by our logo tagline:

"Ko te Hapori tō mātou Pokapū: Community is at our Centre."

To achieve this, we provide rooms within the Centre for the community to hire in order to run community-focussed workshops, seminars, training and support networks. We act as a referral point for information, administer and maintain the facility, and liaise with other organisations to raise awareness about issues affecting our local community. We provide a place to meet, hold social, cultural and educational activities for all ages, and somewhere for people to get involved in community life by:

- providing the opportunity for people to be involved in a wide range of learning, social and physical activities;
- promoting individual and community involvement and well-being;
- promoting social inclusion for people with difficulties that prevent them becoming involved; and
- providing opportunities for the community to meet and mix.

Mission:

The Centre's mission is set out in our Constitution:

"To recognise and respond to the social, cultural, recreational and educational needs of the Community and find ways to meet these needs, with specific recognition for those who have the least opportunity to participate in decision-making in the community."

Ethics, Values and Philosophy:

The Centre's philosophy is one of family support and enhancement of community life through a commitment to, and active involvement in, working at the grass-roots level alongside individuals and groups to help them find appropriate support and resources.

A set of value statements are set out in our Constitution:

- To provide services to families in Glenfield and its wider community with particular attention being paid to those who are disadvantaged;
- To be a source of information and referral for Glenfield people;
- To respond where appropriate to expressed community needs;
- To liaise with other organisations, institutes and individuals to raise community awareness of issues that affect the community;
- To administer and maintain buildings, facilities and equipment for community needs;
- To be a Centre for community activity; and
- For the Centre management to be accountable to the community.

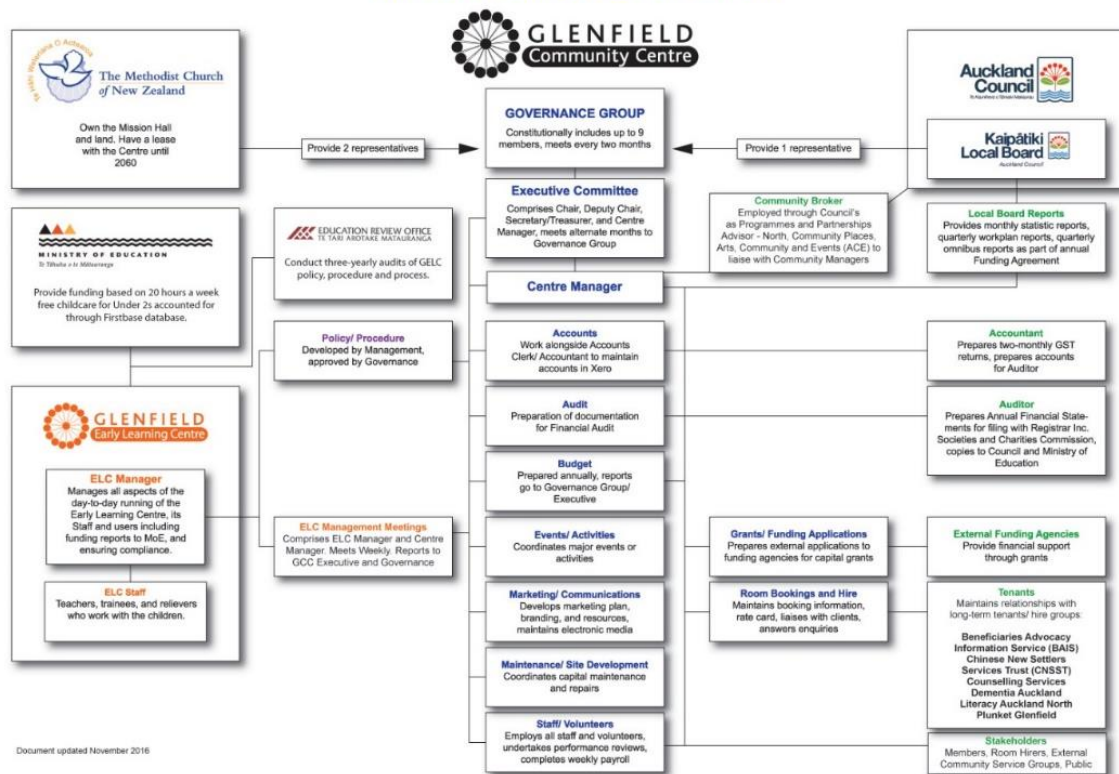
Organisation Structure:

The organisation comprises a Board or Governance Group consisting of up to twelve members, three of whom constitute the Executive Committee Officer positions mandated by the Constitution: Chair, Deputy-Chair, and Secretary/Treasurer. These roles are less involved in the day-to-day running of the Society than when it was first constituted as many of the operational responsibilities have been delegated to the Centre Manager.

There are two main sections within the Centre: the Administration Office and the Early Learning Centre. This separation is recognised through a divisional split in budgeting and reporting and, while the Early Learning Centre (ELC) Manager reports to the Centre Manager, who in turn reports to the Executive, the ELC is relatively self-sufficient.

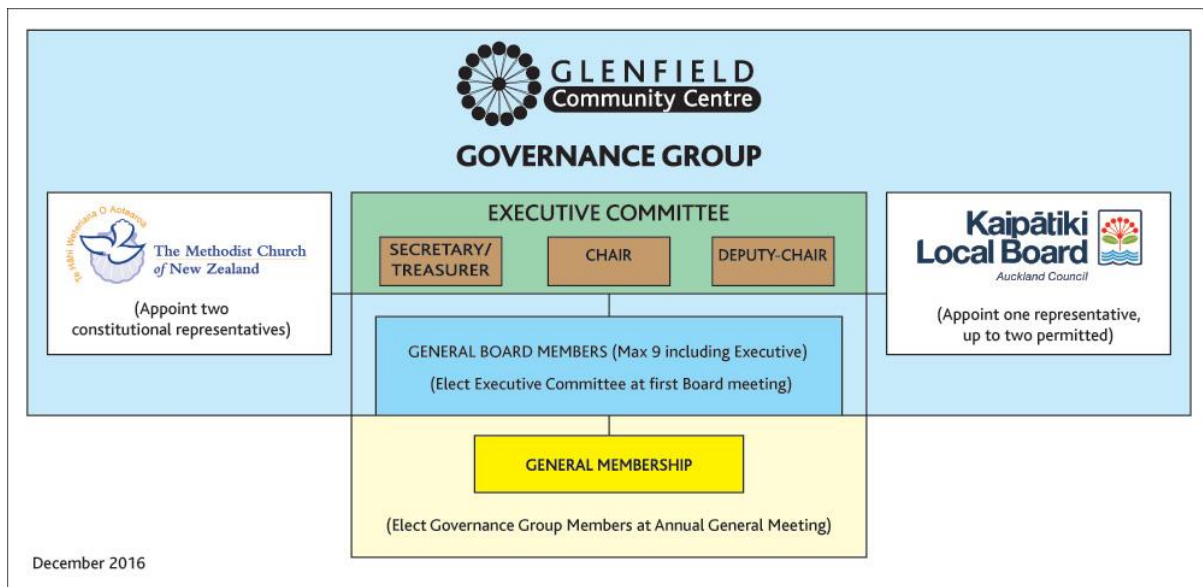
Currently, the Centre employs a Manager, Office Administrator, and Accounts Clerk in the Office, and an Early Learning Centre Manager, Lead Teacher, three Teachers, one part-time Teacher Aide, and several casual relievers in the ELC.

ORGANISATIONAL DIAGRAM



[A larger version of this diagram is reproduced in the Appendix.]

Board Structure:



The Governance Group maintains a relatively flat structure. One important element to note is that the Executive Committee is the principal Standing Committee that meets to discuss matters on alternate months to the Board (or as required) and provides support and feedback to the senior staff (principally the Centre Manager and ELC Manager).

Under the Society's Constitution, up to nine Members are elected to the Governance Group from the General Membership at the Annual General Meeting with a quorum (minimum number for a Board meeting) of five. In addition, the Methodist Church of NZ appoint two Parish representatives, and the Auckland Council (through the Kaipātiki Local Board) appoint at least one and a maximum of two representatives. Both of these sets of representatives have both speaking and voting rights.

At the first Governance Group meeting after the September Annual General Meeting (AGM), the Executive Committee positions comprising the Officers of the Society are elected for the following year up to and including the AGM.

Constitution:

The make-up of the Governance Group is set out in **Section 8** of the Association's Constitution. The Constitution is the founding document of the society and its structure is mandated by the Incorporated Societies Act 1908 (due for amendment in 2017). Every incorporated society must have a constitution that sets out the operating parameters of the organisation: Name, Principles, Objects, how to become a Member, how Meetings are run and their frequency, what constitutes the Governing Body and Executive, Executive roles and responsibilities, Fiduciary responsibilities, use of the Common Seal, the means to amend the Constitution and what to do when the organisation winds-up.

The Constitution is the principal strategic document that sets out why the organisation formed and its focus; the rulebook that guides the most important duties of the organisation including setting the direction and all other aspects of policy and decisions that affect how the Society meets its obligations to its members and stakeholder groups.

Election to the Board:

Section 7a: General Meetings of the Constitution governs Election to the Board, and this is one of the agenda items for the AGM. The specific manner of election is at the discretion of the Board, as there is currently no specific Election Policy. In order to become a Board Member, you must first be an Ordinary Member of the Association. This requires a person to meet the criteria set out in **Section 5: Membership** of the Constitution and to sign a Membership Form that includes a declaration that a person will abide by and agree to the Society's principles as laid out in the Constitution.

Once a person is a Member, they may be nominated at the AGM (either by themselves or another individual) to become a member of the Governance Group. Since the size of the Board is restricted to nine General Members including the Executive, an election would only take place if there were more candidates than available positions. Again, the manner in which this Election would occur is at the discretion of the Board and General Membership.

After Board elections, a member's personal details (name, date of birth, address) are added to the Register of Incorporated Societies and Charities Services lists via the Companies Office website. If they go on to occupy an Executive position, the member may also be required to become a signatory for the association, which includes adding their names and signatures to the list of persons who may authorise bank transactions or sign other official documents.

Map of the Centre:

The Centre building occupies just on 927 square metres on the corner of Glenfield Road and Bentley Avenue, sitting on land owned by the Methodist Church of NZ. The land constitutes two separate rateable lots on a cross-lease. The Centre has a three-party lease of the land alongside Auckland Council and the Church up until 2060, with a first right of renewal and a peppercorn rental.

Under the new Unitary Plan, the land is zoned as a ***“Community Facility and Special Purpose 9 for Community Use”***, in this case as a Community Facility. A Community Facility is defined as:

“Facilities for the well-being of the community, generally on a not-for-profit basis.”

The Mission Hall was listed by the North Shore City Council as having 'Heritage A' status. This, along with the 'Special Purpose 9' zoning means that there are specific land use restrictions as part of the Resource Consent for the building. For example, the building is limited in its use for non-commercial purposes — all groups that currently tenant the building are also community-focussed not-for-profits. No group is also allowed to bring any party on the lease into “disrepute”, and any work that might require Council's consent (e.g. Building Consent) is required to seek Discretionary Consent under its regional planning application processes.

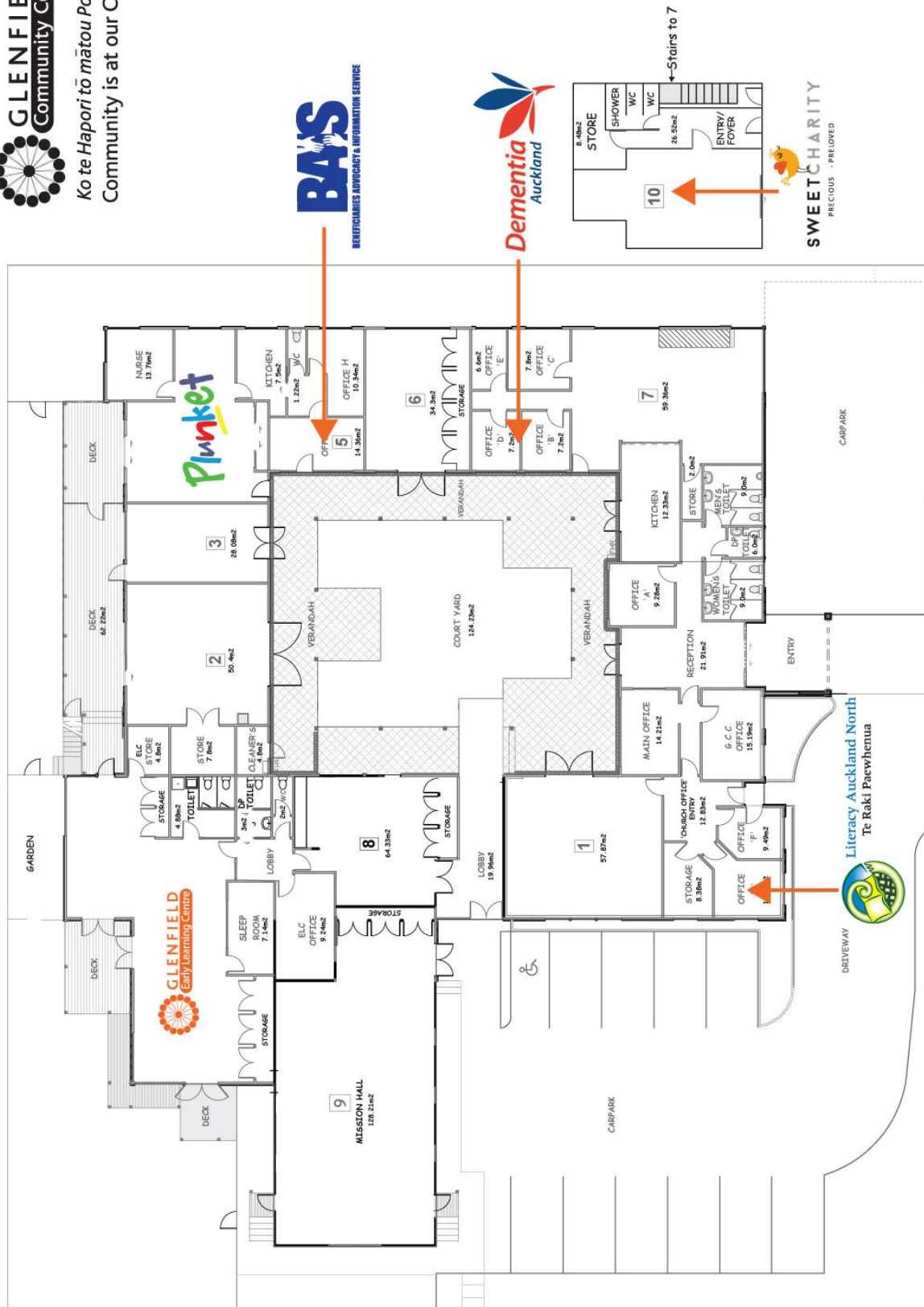
Currently, the Centre houses:

- **Room 4: The Royal Plunket Society of NZ's Glenfield Clinic** (focussed on delivering support for families with children up to 5 years)
- **Room 5: Beneficiaries Advocacy Information Service (BAIS)** (a group focussed on providing budgeting support to beneficiaries)
- **Office B, D: Dementia Auckland** (who provide support for those persons and their families suffering from dementia)
- **Office F, G: Auckland Literacy North** (who help deliver reading and learning courses for children and adults), and
- **Art Space: Sweet Charity** (who run an opportunity shop).

In addition, there are nine rooms that are hired out to Commercial and Community groups between the hours of 8.30 am – 10.00pm seven days a week, 51 weeks a year with over 30,000 persons coming in to hire and use the space for educational, spiritual, physical, cultural and religious purposes. Finally, the Centre maintains a set of Administration Offices and its own Early Learning Centre that caters to over 70 families each year.



Ko te Hapori tō mātou Pokapū
Community is at our Centre



411 Glenfield Road, Glenfield
Auckland 0629

Internal Relationships

Staff Employed by the Governance Group:

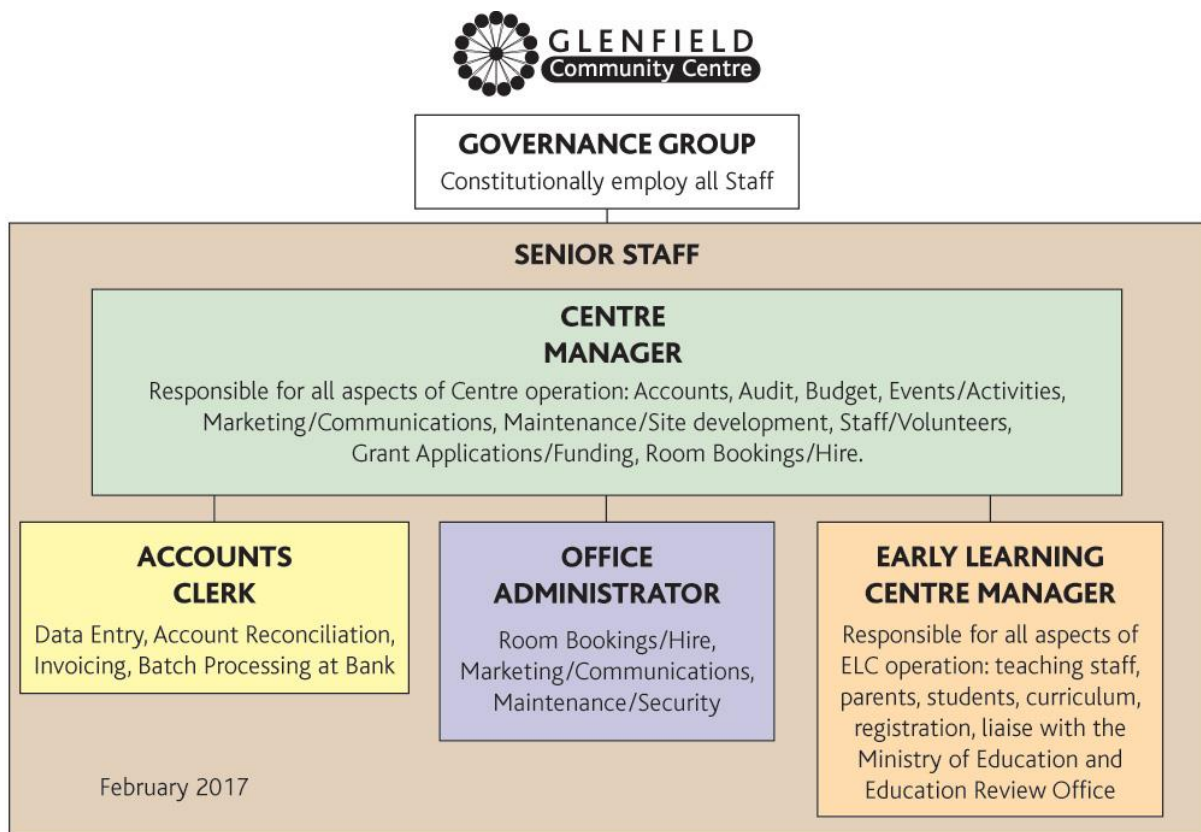
Under **Section 8 g)** of the Constitution:

“The Governance Group shall be designated as the Employer of the Society, for the purposes of the Employment Relations Act 2000 and any other Acts or statutory regulations relating to the employment of staff.”

Senior Staff and Roles:

There are four senior staff positions: three full-time — the Centre Manager, Office Administrator, and Early Learning Centre Manager, and one part-time — the Accounts Clerk.

The Centre Manager, Office Administrator and Accounts Clerk represent the central administration for the organisation, while the ELC Manager is responsible for all aspects of the running of the Glenfield Early Learning Centre.



Centre Manager (Nigel Green):

The Centre Manager has oversight of all aspects of the management of the Centre including the Glenfield Early Learning Centre. The position is responsible to the GCC Governance Group through the elected Executive Committee and is the effective line manager for all staff. Principal areas of responsibility include accounts, budget, audit, policy development, staffing, facilities maintenance, events and activities, marketing, media and communications, and grant funding.

Office Administrator (Sandie Gorst):

The Office Administrator is the first point of contact for the Glenfield Community Centre. The position is responsible for maintaining the Office and Centre, providing information about the Centre's services, liaising with persons and groups that hire rooms, maintaining media and information services, providing information and advertising about the Centre, liaising with service contractors and external agencies, assisting in the collection and preparation of accounts, assisting the Early Learning Centre Manager and Staff, and the Manager as required.

Accounts Clerk (Carol Young):

The Accounts Clerk manages the preparation of all invoices and payments for the Centre. This work incorporates the use of the Xero accounting package and Zoho database, the collection and filing of information and receipts, and completion of batch payments for processing and payment.

Early Learning Centre Manager (Paula Tra):

The ELC Manager is the day-to-day manager of the ELC. The role is responsible for all performance and development of the teaching staff including appointments and registrations. They oversee all the students and all parental communication and respond to feedback, concerns and evaluation. They ensure the delivery of services to a high standard within policy and regulatory requirements, making sure to meet the needs of all stakeholders appropriately. They provide professional leadership, lead by example, balance and maintain parent, child and staff input into all programmes.

External Relationships

Auckland Council and the Kaipātiki Local Board:

The Centre has had a stakeholder relationship with the Council (initially Takapuna then North Shore and now Auckland when it amalgamated) since its inception. This now takes the form of an annual Operations Grant tied to a list of annually agreed specific outcomes that align with the Three-year Plan adopted by the Kaipātiki Local Board (KLB). The Centre reports quarterly against progress on the work plan and monthly on occupancy rates, types of use, and ethnicity of the various user groups.

Finally, there is a presentation to the KLB by Management and Governance in order to provide the Board members with an overview of the Centre and its achievements over the course of the annum. It also gives the Board the opportunity to ask questions and feed back to the Centre.

The Council has a maximum of two appointments to the Governance Group with at least one from the KLB. This position is guaranteed under **Sections 7a) iv)** and **8a), ii)** of the Constitution and has both speaking and voting rights (**Section 7, c) i)**.

Council Liaison and Community Houses:

There is support provided to Centre management by Auckland Council. Two positions: the Community Places Advisor (North), Community Place, Arts, Community and Events and the Strategic Broker Kaipatiki, Devonport-Takapuna, Community Empowerment Unit both assist around Professional Development and coordinating support for the various Community Houses and Managers based on Auckland's North Shore.



In addition, there is a regular monthly meeting of Community Managers to allow them to provide feedback and support in a collective forum.

Governance Policies and Procedures

Strategic Plan:

The Centre's most recent Strategic Plan was for the period 2013 -2016. A strategic review is underway with Governance set to review its recommendations.

The draft is underway for consultation and feedback from the membership before the end of 2017.

Standing Orders:

"Standing Orders" are a set of rules of debate that apply to all meetings of the Board and its committees and subcommittees. They also set out the agreed principles of behaviour within meetings, and are there to promote the constructive operation of the democratic process within the Board.

The Society does not currently have an accepted set of Standing Orders over and beyond what is set out in the Constitution although a separate policy is under review.

This area of policy is currently under review but two areas: Code of Conduct and Conflict of Interest are expanded on below:

Code of Conduct:

It is extremely important to exhibit high levels of ethical standards and professional behaviour in everything that the Society does. A Code of Conduct complements the value statements laid down in **Appendix A** of the Society's Constitution.

The Board are obliged to carry out their duties in an honest, fair, diligent and ethical manner, within the scope of the authority conferred upon them and in accordance with the laws, rules, regulations, agreements, guidelines, standards and internal policies and procedures. The Board is entrusted with the fiduciary responsibility of oversight of the affairs of the Association. They have a duty to make decisions and implement policies in the best interests of the Company and its stakeholders.

While there is no current codified Code of Conduct, the Board and the Senior Management personnel shall:

- Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, courteous and respectful manner;
- Act in the best interests of the Society and in a manner to enhance and maintain the reputation of the Society, and fulfil their fiduciary duties to the stakeholders of the Society;
- Act in good faith, with responsibility, due care, competence, diligence and independence;
- Treat their colleagues and other associates of the Society with dignity and shall not harass any of them in any manner.

Conflict of Interest:

The Board and senior management personnel are expected to avoid and disclose any activity or association that creates or appears to create a conflict between the personal interests and the Society's business interests. A Conflict of interest exists where the interests or benefits of one person or entity conflict with the interests or benefits of the Society.

Relationships with prospective or existing suppliers, contractors, customers, competitors or regulators must not affect the independent and sound judgment on behalf of the Society.

Several of the most common examples of situations that may cause a conflict of interest include:

- Working for or receiving payments for services from any competitor, customer, distributor or supplier without approval of the Board.
- Serving on the Board of Directors or a similar body for an outside company or government agency requires the advance approval of the Board.
- Board members and Senior Management personnel shall not use personal influence to make the Society do business with a company/institution in which his or her relatives are interested.
- The Board and senior management personnel shall not accept lavish gifts or gratuities or any offer, payment, promise to pay, or authorisation to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise their personal or professional integrity.
- The Board and senior management personnel may not allow their investments to influence, or appear to influence, their independent judgment on behalf of the Society.
- The Board and senior management personnel shall not divert business opportunities of the Society, by exploiting for their own personal gain, business opportunities that are discovered through the use of association propriety information or position.
- The assets of the Society shall be used for legitimate business purposes and shall not be used for personal purposes. Incidental personal use, if reasonable does not amount to violation of the code.

Board members and the senior management personnel are required to disclose to the Board any situation that may be, or appear to be, a conflict of interest.

When in doubt, Disclose.

Delegations:

The Board is able to delegate some of its functions to separate Board members, Senior Management, Committees or Sub-Committees.

It is good governance, for example, for the Board to:

- Develop charters/terms of reference for any committees established by the Board.
- Establish the basis of the power of the Executive Committee — that is, whether it is advisory or delegated, and the extent of the committee's authority.
- Ensure that each committee of the Board provides the board with regular reports of its activities.
- Establish the process for setting up and terminating ad hoc committees, including formalising their terms of reference and membership.
- Clarify its expectations of management and monitor whether those expectations have been met, including clarification of whether the Board uses the Centre Manager as a single point of delegation and holds this position accountable for meeting all the Board's expectations for organisational performance.
- Clarify the limits of financial authority delegated to the Centre Manager and any other limits to executive activity that the Board sees fit to put in place.
- Ensure that where delegations are exercised, an appropriate system for their oversight is in place, monitored by management or the Board, as appropriate.

This area of policy is currently under review.

Health and Safety:

The Health and Safety at Work Act 2015 requires Boards to take ultimate responsibility for the health and safety of their organisation. Board members must have knowledge of and commitment to health and safety, but contrary to some beliefs, are not expected to be experts to meet the expectations of the Act.

The principles underpinning health and safety governance are no different from any other aspect of a governance role. Good health and safety governance is about having a demonstrable plan and a pro-active approach to making the workplace as safe as it can be.

Directorship in health and safety is not about responsibility for the day-to-day operations of the organisation. It is about ensuring appropriate systems and processes are in place to support health and safety and, critically, that there is proper resourcing and verification of health and safety at the board table.

Worksafe New Zealand's messages are simple – everyone needs to do more and do it better to make sure we all come home from work healthy and safe each day. Not only is good health and safety the right thing to do, it also makes good business sense.

It is up to the Board to provide leadership by driving policy, including setting the direction for health and safety management and performance. The Board creates expectations and exercises due diligence by holding management to account for meeting them.

The Board should:

- Ensure there is an active commitment and consistent behaviour from the Board that aligns with the organisation's values, goals and beliefs. This will encourage a positive workplace culture.
- Ensure leadership is 'informed leadership'. The Board needs to be aware of the organisation's risks. They should have an understanding of control methods and systems so they can identify whether their organisation's systems are appropriate. They should understand how to 'measure' health and safety performance so they can understand whether systems are being implemented effectively.
- Be prepared to seek advice from industry and health and safety experts as required.
- Set an example and engage with Centre employees. This should include visiting work sites. This provides leadership, and improves knowledge of health and safety matters.

The Board should obtain enough health and safety knowledge to ask the right questions of the right people and to obtain credible information.

Governance ratified the Society's Health and Safety policy in June 2016. Policy around specific areas (e.g. animals at the Centre) sits under this umbrella policy and is on a schedule to be completed and ratified separately.

Risk:

Risks are uncertain future events that could affect the organisation's ability to achieve its objectives. Risks occur in many ways and have the potential to impact or harm our people, community, stakeholders, reputation, finances, operation and success of our organisation.

On a regular (at least annual) basis, a Board should examine the key risks facing the organisation. In terms of its stewardship role, it must ensure that those risks that have the greatest impact on the organisation and the most probability of occurring are adequately covered by policy.

It is the responsibility of all Board members and staff, (including volunteers) to identify, analyse, evaluate, respond, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority.

Identified risks are rated by considering the probability and impact. The probability is the likelihood that a risk will happen. The impact is the potential severity of the consequences if the risk does happen.

The development of a *Risk Management Policy* and *Risk Register and Management Plan* will follow directly from the completion of the Centre's 2017 – 2020 Strategic Plan.

Finance and Audit:

The Board with the assistance of senior management sets an Annual Budget ratified by the membership at the Annual General Meeting. This is an annually reviewed policy document with progress reports received at each Board meeting.

At the end of the financial year (July – June), a Board-appointed independent auditor prepares a set of financial statements according to the specific requirements laid down in the Charities Act 2014. The Centre qualifies under the Tier 3 (\$500,000 - \$1,000,000) criteria and once accepted at the AGM, copies of the financial statements and a statutory declaration are sent to the Registrar of Incorporated Societies and Charities Services via the Companies Office.

Statutory Requirements:

Under a proposed 2017 Bill to replace the Incorporated Societies Act 1908, the duty of Boards will be brought into line with those of Company Directors under the Companies Act 1993 including:

- A director of a company must not act, or agree to the company acting, in a manner that contravenes the Act or the constitution of the company.
- Directors are responsible for managing the company's day-to-day business. In doing so, directors owe duties to the company, to its shareholders, and to others dealing with the company.
- Directors must act honestly, in what they believe to be the best interests of the company and with such care as may reasonably be expected of them in all the circumstances.
- Directors must not carry on the business in a manner likely to create a substantial risk of serious loss to the company's creditors ("reckless trading").

Meetings

Commitment:

Board Members are expected to commit themselves to attending all Board Meetings including the Annual General Meeting where possible.

Being a part of the Governance Group is a great way to be able to give back some of your time, energy and experience to your Community in a way that helps keep organisations like our Community Centre operating well, remaining relevant, fresh, and positioned for positive change.

Meetings are held at the Centre, normally start at 7.00pm in the evenings, and should be expected to run from one and a half to two hours. In addition, Board members may from time to time face the additional commitment of volunteering for or being drafted onto specific committees (e.g. the Executive Committee) or sub-committees (e.g. Policy Committee) that may form to consider specific work outside these meeting times.

2016-2017 Schedule:

Generally, the Governance Group are scheduled to meet the last Tuesday of every second month at 7pm from the dates below:

2016:

- 25 October
- 6 December

2017:

- 21 February
- 26 April – Wednesday as Tuesday is ANZAC Day
- 27 June
- 29 August
- 26 September (Annual General Meeting)

Meeting Process:

The Agenda is prepared and distributed a week prior to the meeting according to the following template:

- **Welcome** – from the Chair;
- **Present and Apologies** – the roll call and noting of absences;
- **Approval of Previous Minutes** – ratification of the distributed minutes;
- **Matters Arising** – any matters that remain unresolved from previous meetings;
- **Reports** – from the Chair, Centre Manager, Early Learning Centre Manager, Financial Reports, and any Committees or Sub-committees;
- **Policy** – review and ratification of policy;
- **Funding** – applications for capital grants to external funding bodies; and
- **Other Matters** – anything else that does not fit within the standard template or that a Board member wishes to speak to with the permission of the meeting.

Some documents (e.g. monthly financial reports) are made available separately and prior to the meeting in order to reduce the amount of material Board Members have to read.

Unless a process is set down in the Constitution or in policy (e.g. Standing Orders), the formal process of the meeting is governed by the will of the Board and the Chair with reference to be given to *“Meetings - Practice and Procedure in New Zealand - 4th Edition, Wulter Kluwer, 2010.”*

Confidentiality:

Board Meetings are confidential to the Society and the matters raised and reported on are not the discussed in public without the express permission of the Board. The reason for confidentiality may be due to matters relating to employees, business dealings with other organisations, or sensitive matters that would not be in the best interest to be publicly discussed until they are resolved, but put simply the matters discussed are private to the Society.

Discretion is extended on this matter only to the Chair who acts as the official spokesperson for the Society.

Appendices: Key Documents

(*) provided electronically on request

2016-2017 Board Members

Organisational Structure Diagram

Auckland Council Structure Diagram showing relationship with Community Centres

2016 Annual Report (*)

2016-2017 Budget (*)

2016 Board Minutes (*)

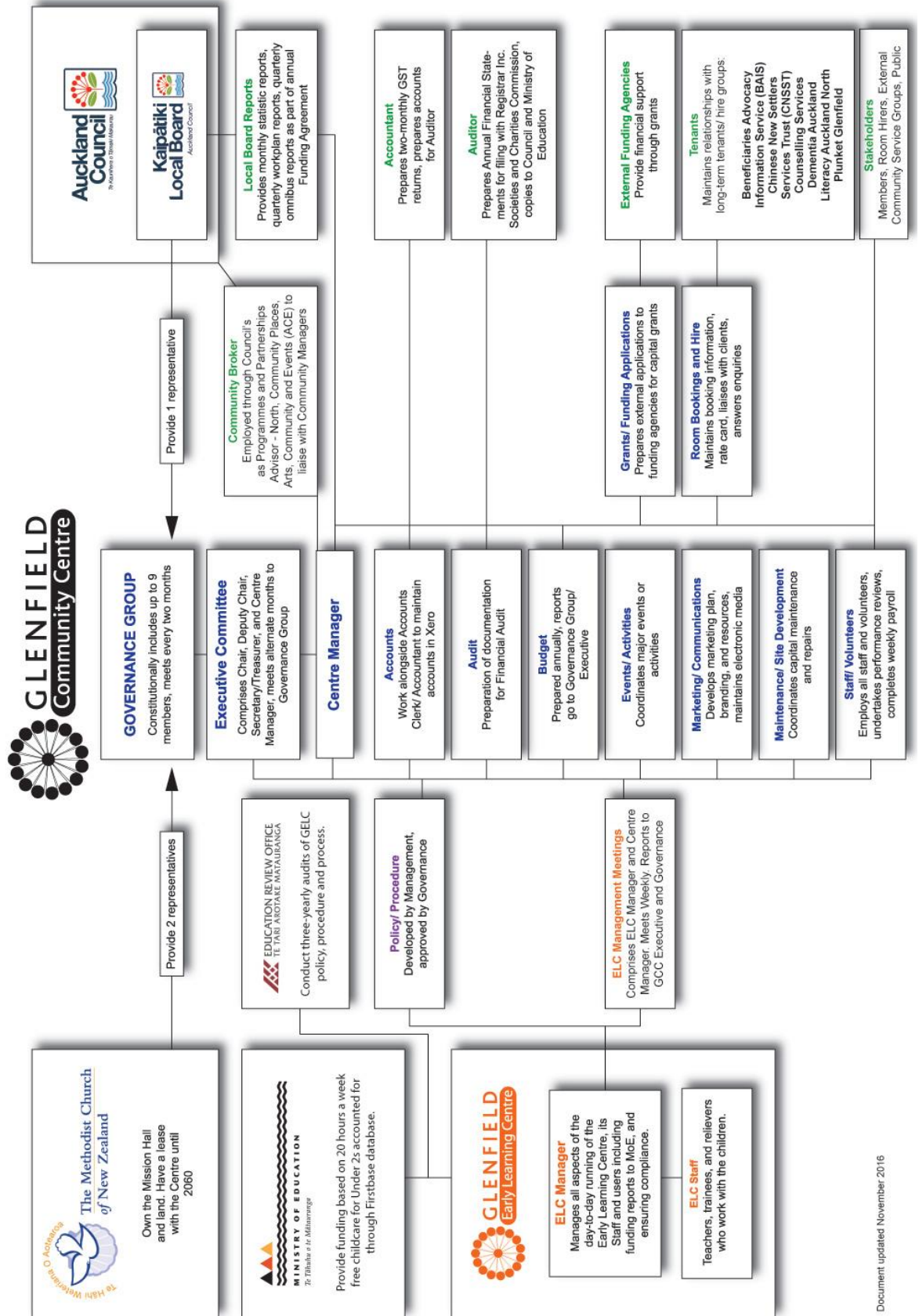
2016 Financial Reports (*)



2016-2017 Board Members

Frankie Godfrey-Robson	<i>(Chair)</i>
Michael Chin	<i>(Secretary/Treasurer)</i>
Sarah Nilson	<i>(Deputy Chair)</i>
Brian Ellis	<i>(Methodist Church of NZ Appointee)</i>
Jan Tasker	<i>(Methodist Church of NZ Appointee)</i>
Ann Hartley	<i>(Kaipātiki Local Board Appointee)</i>
Stephanie Oh	<i>General Member</i>
Raj Singh	<i>General Member</i>
Gary Thornton	<i>General Member</i>
Christine Wargent	<i>General Member</i>

ORGANISATIONAL DIAGRAM



Document updated November 2016