

## **DESCRIPTIONS OF COMMITTEE ROLES**

### **Chairperson**

#### **Committee**

The Chairperson prepares and presents meeting agendas for the Branch committee meetings and facilitates those meetings. The Chairperson coordinates and formalises committee policies and procedures.

#### **Membership**

The Chairperson co-ordinates the committee's efforts to recruit new members, produce newsletters and other local Branch activity for the benefit of members.

#### **National Council**

The Chairperson:

- represents the Canterbury Branch on the National Council (travel is paid for by National Council).

- liaises regularly with the National Council regarding policy matters, and with regard to the interests of Canterbury members. This includes applications for membership and matters of concern to Clinical Psychologists raised by members.

- disseminates information from National Council meetings to committee members, and from there, to members.

- National Conference when it is being hosted by the Canterbury Branch.

- Liaising with other NZCCP regions (through NECC) re: other conferences/workshops

The Chairperson also maintains relationships with representatives of other professional bodies, e.g. NZPsS and liaises when appropriate re speakers.

### **Honorary Secretary**

#### **Meetings**

The Secretary takes minutes during committee meetings and is responsible for typing and sending copies to committee members, and National Council. A copy of meeting minutes is retained for file, which is held by the Secretary.

#### **Correspondence**

The Secretary holds all committee correspondence. The Secretary's work address is

provided as the main contact point for NZCCP, Canterbury Branch.

**Administration**

The Secretary assists with administration tasks agreed upon during committee meeting and works with the Chairperson on membership issues and with the Education Coordinator on presenting education sessions.

## **Treasurer**

### **Management of the Branch's finances**

The Treasurer maintains the income and expenditure associated with the Branch's business and maintains all relevant documentation (e.g. invoices and receipts, deposit slips, etc.). The Treasurer receives bank statements and any other correspondence from the bank concerning the Branch's bank accounts, and reconciles the bank statement with the invoices and the cheque book at the end of each month. The Treasurer also maintains the Branch's investment accounts at the building society.

The Treasurer:

- presents a financial statement to the committee meeting at each meeting and presents accounts to be paid for ratification.
- submits 6-monthly GST returns to Inland Revenue.
- submits all relevant documentation to the Accountant at the end of June each year for the previous financial year. The Accountant produces yearly financial statements which the Treasurer first presents to the committee, and then submits a copy to National Council.
- holds the cheque book securely and provides cheques for the business of the Branch.
- holds the receipt and deposit books and makes deposits accordingly.
- is a signatory for the bank and building society accounts, as are the Chairperson, Secretary and Education Officer.

### **Details of the Regulatory financial procedures of the Canterbury Branch**

The Canterbury Branch has elected to operate its business inclusive of GST and this has been ratified with the accountants for the national body. Any invoices/receipts must include the GST number. A GST return must be submitted to Inland Revenue on a regular basis.

The Canterbury Branch uses the national body's IRD number to exempt itself from paying the maximum residents with-holding tax. The Canterbury Branch does not submit an Income Tax return, as the national body includes the Branch's business in its Income Tax Return (based on the accounts submitted by the Branch).

The financial year for the Branch runs from 1 July to 30 June.

## **Education Coordinator and Education Officers**

The Education Co-ordinator (together with the Education Officers) co-ordinates arrangements for education sessions and workshops for local NZCCP members. This portfolio involves a range of tasks, some of which may be performed by other committee members or possibly by other NZCCP members co-opted for specific projects. The tasks for this portfolio include:

1. NECC (National Education Coordinating Committee of NZCCP)  
Informing NECC of branch education activities  
keeping Canterbury Branch informed of initiatives resulting from this committee  
co-ordinating/organising logistics of workshops/seminars organised by NECC  
that include Christchurch as a venue
2. Organisation of 3-4 education sessions in Christchurch per year  
following up on suggestions or generating ideas for speakers/topics likely to be  
of interest to local NZCCP members  
liaising with prospective speakers and Canterbury Branch committee  
co-ordinating/organising logistics of education sessions run by Canterbury  
Branch
3. Co-ordination of workshops/seminars in Christchurch  
co-ordinating/organising logistics of workshops sponsored by Canterbury  
Branch aimed at fund-raising for Branch activities

## **Student Representative**

### **Liaison between Clinical Psychology Students and NZCCP - Canterbury Branch**

The Student Representative will attend monthly NZCCP meetings, and report on any issues raised by fellow students regarding the profession of clinical psychology. In addition, the Student Representative will report back to students any relevant information raised in the NZCCP meetings.

### **Membership**

The student representative will organise a recruitment session at the beginning of the academic year for the 1<sup>st</sup> clinical students. At this meeting, the Student Representative will introduce a representative from the Canterbury Branch Committee who will speak briefly about the College.

The student representative will encourage students to become members of NZCCP, and organise their application forms to be processed by National Council.

The student representative will make sure the NZCCP Canterbury Branch membership list (and the National database) is updated with current students' membership status and personal details.

The student representative will also assist with the organization of education sessions held at the University of Canterbury by receiving RSVPs and making arrangements for afternoon tea.

### **University Liaison Officer**

The University Liaison Officer is appointed by the Committee and that appointment is ratified at an AGM.

The University Liaison Officer provides a conduit for information between the Branch and the University's Clinical Psychology programme (while maintaining appropriate confidentiality). Information about the Programme's activities (e.g. changes in curriculum; changes in staffing; new directions and developments in qualifications), information about professional development opportunities (e.g. seminars being held at the University; opportunities to have visiting academics present to our members), and co-ordination of Education sessions to meet students' needs are all appropriate topics for liaison. In return, the Branch will keep the Liaison Officer apprised of any regulatory initiatives being driven by National Council, and provide input for the Clinical Programme from College members in Canterbury.

The University Liaison officer will also:

- assist with booking of rooms for education sessions and committee meetings to be held at the University of Canterbury
- liaise with the Clinical Programme regarding the congratulations function for new graduands
- act as Returning Officer and count the votes for the election of Branch Committee Members in preparation for the Bi-Annual General Meeting.

### **Communications Officer**

The communications officer:

- writes and co-ordinates the distribution of the Canterbury Branch newsletter at least twice per year (preferably March and November).
- maintains the Branch web-page.

## **Administration Assistant**

### **Membership**

The administrative assistant co-ordinates the NZCCP database and keeps this database up to date for both members and all non-members. The administrative assistant also distributes the Branch newsletter, and other communications as requested by the Chairperson, to Branch members.

### **Education sessions and workshops/seminars**

The administrative assistant:

formats flyers

distributes flyers to members and non-members

prints attendance certificates and evaluation forms

keeps a record of attendees at the education sessions.

### **Remuneration and contact with the committee**

The administrative assistant is paid at an hourly rate agreed upon by the administrative assistant and the committee.

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