

New Zealand College of Clinical Psychologists - Canterbury Branch Committee Policies and Procedures

The following policies and procedures have been developed to facilitate the effective functioning of the Branch. This document may be modified from time to time as changing circumstances dictate.

Purpose of the Branch Committee

1. Provide a conduit for information between National Council and NZCCP members in Canterbury.
2. Provide professional development opportunities for NZCCP members in Canterbury by mounting education sessions and organising workshops.
3. Provide a forum for collegial support and communication for NZCCP members in Canterbury and students of the Clinical Psychology Program at University of Canterbury.
4. Enhance the profile of Clinical Psychology in Canterbury through the activities of the Branch.

Committee Structure

1. Committee composition
The Committee will consist of up to 7 members of the College (membership of any kind) and a Student member Representative, including:
 - i. Up to 6 elected or co-opted members.
 - ii. 2 appointed members - a University Liaison Officer and a Student Representative.
2. Election of members
 - i. Members will be elected by postal ballot prior to the bi-annual General Meeting, with the results ratified at the General Meeting.
 - ii. Members are elected to the committee - not to particular portfolios.
 - iii. At the first meeting after the General Meeting, elected committee members will assign themselves to various portfolios.
3. Portfolios
 - i. The committee will comprise 5 portfolio positions (Chair, Secretary, Treasurer, Education Co-ordinator, and Communications Officer) and 2 appointed positions (University Liaison and Student Representative). There will be 1 additional member assigned to the Education Portfolio. A description of the scope of each portfolio is contained in a separate document. Parts of these roles may be delegated to other committee members as necessary.
 - ii. If a portfolio contains more than one member, a Portfolio co-ordinator is chosen (e.g. the Education Portfolio). The Co-ordinator of the portfolio is expected to report to the full committee following any sub-committee meeting.

- iii. Each elected member will hold a portfolio for a period of 2 years, and may stand for re-election after that period.
- iii. Should a committee member resign between General Meetings, the committee will seek to co-opt a suitable replacement from the Branch membership until the next General Meeting.

Subcommittees may be set up in any portfolio ad hoc to cater for particular projects with additional Branch members co-opted for the duration of that project.

The Treasurer joins the Education portfolio for the duration of major financial projects (e.g., workshops).

4. Administrative Secretary

An Administrative Secretary is appointed on an ad hoc basis (paid an agreed-upon hourly rate) for assistance with administrative work.

Procedure

1. Meeting times

Meetings will normally be held once per month.

2. Meeting venue

At an agreed-on location, as arranged at each Committee Meeting and minuted in the month prior.

3. Notification of non-attendance

- i. Members will make every effort to attend meetings. If a member cannot be present at a monthly committee meeting, notification is to be made to the committee, preferably with 24 hours' warning.
- ii. Any responsibility/report-back that is due from this member should be handed over to someone else so that agenda items do not have to be passed over until the following meeting.
- iii. Importantly, non-attendance at meetings has a number of consequences including communication difficulties and obstacles for decision-making processes. A secondary consequence is that tasks may have to be repeated, causing extra workload.

4. Two consecutive missed meetings

After 2 consecutive missed meetings, a member's non-attendance will be discussed and issues associated with non-attendance, e.g. over-commitment, conflicting interests, decreasing motivation for the job, will be addressed.

5. Reimbursement and benefits

- i. There will not be reimbursement for travel to committee meetings.

- ii. Committee members (after one year of committee membership) will have the option of having their annual subscription to the College paid, or an equivalent amount reimbursed for NZCCP conference attendance or other professional development (receipts must be supplied).
 - iii. Committee members will be entitled to half-price registration for any workshops run by this branch.
6. Quorum
For Committee meetings a quorum of more than 50% of available members is required. "Available" is defined as those not on leave (sick, annual or study leave).
7. All members currently sitting on the committee (including those co-opted) have voting rights. The Chairperson has the casting vote on tied votes.
8. The minutes of each meeting will be sent to National Council.

Financial activities

1. Funds generated by the activities of the branch will be used for activities approved by the Branch. For example, the mounting of education sessions (free to members); a congratulatory function for new graduates; recruitment of new students; support for committee members to attend conference (or have their fees paid); financial assistance for student conference attendance; and any other activities considered appropriate to support the purpose of the Branch.
2. The Branch will have its accounts reviewed by an accountant each year (the financial year runs from July to June) and a copy of the financial statements will be forwarded to National Council.

Bi-Annual General Meeting

1. The Branch Bi-Annual General Meeting will be held immediately following an Education Session closest to the end of the financial year.
2. Members will be informed about the General Meeting through the following procedures:
 - i. Together with the flyer advertising the previous education session, members will receive a call for nominations for the committee (with a close-off date), and a document which a) announces the date of the General Meeting, b) outlines the procedure for electing committee members, c) an updated copy of the Committee Policy and Procedure document (with changes highlighted), and a description of the roles of committee portfolios. A Returning Officer will be appointed (if the University Liaison Officer is unable to take on this role, a member of the Branch will be co-opted for this task).

- ii. In a newsletter sent out 6 weeks before the General Meeting, members will receive a) an portfolio report from each of the Committee Portfolio holders; b) information about each person standing for Committee; c) voting papers with a request to post/email votes to the returning officer (by a specified date) should there be more nominations than vacant positions; and c) a call for any agenda items that members wish to be raised at the General Meeting (with a close-off date).

The voting paper will also include the two appointed positions and ask for their ratification.

- iv. Votes will be counted prior to the General Meeting by the Returning Officer, and the result announced at the General Meeting.
3. A minimum of 10 members must be present as a quorum for the General Meeting.
 4. Any amendments to, or additions to, these procedures / rules can be used once passed at a Committee meeting, but must be ratified at the General Meeting.

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