

NEW ZEALAND  
**RED CROSS**  
RĪPEKA WHEREO AOTEAROA

## Members' Handbook

The Mission of New Zealand Red Cross is to improve the lives of vulnerable people by mobilising the power of humanity and enhancing community resilience.

### Fundamental Principles

The Fundamental Principles of the International Red Cross and Red Crescent Movement can be summarised as follows:

- to have concern for all **humanity**
- to be **impartial** in our endeavours
- to remain **neutral** in all situations
- to be **independent** so we can always act in accordance with our Principles
- to promote the spirit of **voluntary service**
- to foster **unity**
- to strive for **universality**

This Handbook is a companion to the New Zealand Red Cross Constitution which can be found [here](#). The full text of the Fundamental Principles can also be found at the front of the Constitution.



## CONTENTS

<b>SECTION 1</b>	<b>Overview of New Zealand Red Cross</b>	<b>8</b>
1.1	Introduction to the Members' Handbook	9
1.2	Governance structure of New Zealand Red Cross	10
1.3	Protecting the emblem of the Red Cross Movement	11
1.4	Core Values of New Zealand Red Cross	12
1.5	Glossary of terms	13
1.6	New Zealand Red Cross Services and Activities	15
1.7	Overview of nominations and elections	16
APPENDICES TO SECTION 1		18
Appendix 1A	Area Council nomination and election procedures	19
Appendix 1B	Nomination Form for Area Councillors	21
Appendix 1C	Nomination and election procedures for the National Board, the National President and the National Youth Representative	22
Appendix 1D	Nomination Form for members of the National Board of New Zealand Red Cross	24
Appendix 1E	Nomination Form for the National President of New Zealand Red Cross	25
Appendix 1F	Nomination Form for the National Youth Representative of New Zealand Red Cross	26
Appendix 1G	Emblems of the Movement	27
<b>SECTION 2</b>	<b>Members of New Zealand Red Cross</b>	<b>28</b>
2.1	Members	29
2.2	Code of Conduct	31
2.3	Supporters/partners/donors	32
2.4	Branches	32
2.5	Groups	35
2.6	Individual Members (not part of a Branch or Group)	35
2.7	Transferring or resigning membership	36
2.8	Managing misconduct and grievance	36
2.9	Managing health and safety when Members volunteer	37
2.10	Standing down Members	37
2.11	Suspension or expulsion of Members, and removal from office	37
APPENDICES TO SECTION 2		38
Appendix 2A	Membership Enrolment Form	39
Appendix 2B	Application Form to Establish a New Zealand Red Cross Branch	40
Appendix 2C	Application Form to establish a New Zealand Red Cross Group	41
Appendix 2D	Form to record changes to Branch and Group member contact details	42
Appendix 2E	Branch Officials Information Form	43
Appendix 2F	(a) Branch meeting Procedures	44
Appendix 2F	(b) Minutes of Branch meetings	45
Appendix 2G	Outlines of Branch Officials Roles	46
Appendix 2H	Guidance on disclosing potential conflicts of interest	54
Appendix 2I	Guidance on dealing with Fraud, Corruption and Dishonesty	55
Appendix 2J	Dealing with Misconduct or Grievances	59
Appendix 2K	Members driving for New Zealand Red Cross	61
<b>SECTION 3</b>	<b>Area Councils</b>	<b>62</b>
3.1	Purpose and Role of Area Councils	63

3.2	Definition of Areas .....	63
3.3	Responsibilities of Area Councils .....	64
3.4	Membership of Area Councils .....	65
3.5	Orientation and welcome of Area Council members .....	66
3.6	Meetings of Area Councils .....	66
3.7	Relationships with managers and staff .....	67
3.8	Planning and reporting .....	67
3.9	Relationships with Members .....	68
3.10	Relationship with the National Board .....	69
3.11	Representation at National Council .....	69
3.12	Finance .....	70
3.13	Dissolution of an Area Council .....	70
<b>APPENDICES TO SECTION 3 .....</b>		<b>71</b>
Appendix 3A	Key tasks of an Area Council Chair .....	72
Appendix 3B	Area Council meeting procedures .....	73
Appendix 3C	Area plan and budget .....	74
Appendix 3D	New activity / service checklist .....	76
Appendix 3E	Area Council Annual Report to the National Board on achievements ...	78
Appendix 3F	Area Council Interim Report to the National Board .....	80
Appendix 3G	Procedure for handling disclosure of potential conflicts of interest ....	81
Appendix 3H	Assisting Branches with financial management .....	82
Appendix 3I	Steps to establish a New Zealand Red Cross Branch .....	83
Appendix 3J	Steps to be followed for amalgamation of Branches .....	84
Appendix 3K	Steps to be followed for closure of a Branch .....	85
Appendix 3L	Steps for a New Zealand Red Cross Branch to become a Group .....	86
Appendix 3M	Branch/Group Annual Plan and Budget for the Area Council .....	87
Appendix 3N	Area Annual Plan to the National Board .....	89
Appendix 3O	Map of the 16 Areas .....	92
Appendix 3P	Addresses of service centres in New Zealand .....	93
<b>SECTION 4 National Council .....</b>		<b>96</b>
4.1	Role of the National Council .....	97
4.2	Composition of the National Council .....	97
4.3	Meetings of the National Council .....	98
4.4	Counsellors of Honour .....	98
4.5	Awards and National Honours .....	98
<b>APPENDICES TO SECTION 4 .....</b>		<b>99</b>
Appendix 4A	Remits to the National Council .....	100
Appendix 4B	Conduct of National Council meetings (or Standing Orders) .....	101
Appendix 4C	Honours and Awards .....	102
Appendix 4D	Nomination Form for New Zealand Red Cross Honours and Awards ....	125
Appendix 4E	Application Form for the Jennifer Clark Memorial Scholarship .....	126
Appendix 4F	Wearing of the medal or badge of a New Zealand Red Cross Award ...	128
<b>SECTION 5 National Board .....</b>		<b>129</b>
5.1	Role of the National Board .....	130
5.2	Composition of the National Board .....	130
5.3	.....	131
5.4	National Board Charter .....	131
5.5	Meetings of the National Board .....	131

5.6	Urgent decision-making procedures .....	132
5.7	Members' Handbook amendments .....	132
5.8	Relationship with Red Cross House and staff .....	132
5.9	Relationship with Area Councils .....	133
5.10	Evaluation and appraisal .....	133
5.11	Training and education of National Board members .....	133
5.12	Suspension or expulsion of a member .....	134
APPENDICES TO SECTION 5 .....		135
Appendix 5A	Roles of the National President and National Vice President .....	136
Appendix 5B	National Board meeting procedures .....	137
Appendix 5C	Procedure for amending the Members' Handbook .....	139
Appendix 5D	Responding to applications for joint fundraising ventures .....	140
Appendix 5E	Board Charter .....	145
Appendix 5F	Terms of Reference for Board Committees .....	154
1.	Purpose of the International Committee .....	159
2.	Establishment .....	159
3.	Membership .....	159
4.	Meetings .....	159
5.	Functions .....	159
<b>SECTION 6 Administration and Finance .....</b>		<b>162</b>
6.1	Meeting procedures .....	163
6.2	Record keeping and archives .....	163
6.3	Financial management .....	163
6.4	Spending authority and Bank accounts .....	165
6.5	Reimbursement of expenses .....	166
6.6	Property and assets .....	166
6.7	Insurance .....	166
6.8	Legacies .....	167
6.9	The New Zealand Red Cross Foundation .....	167
6.10	Grants .....	168
6.11	Business Partnerships .....	168
6.12	Local Fundraising by Branches, Groups and Members .....	169
6.13	Local Fundraising – funds management .....	169
6.14	Donating funds to other organisations .....	169
6.15	Working together with other organisations .....	170
6.16	Privacy Officer .....	170
APPENDICES TO SECTION 6 .....		172
Appendix 6A	Insurance policies .....	173
Appendix 6B	Application for a Branch to retain more than \$10,000 at the end of a financial year .....	175
Appendix 6C	Legacies – definitions .....	176
Appendix 6D	Application for a Branch to invest funds in the Foundation for a specific asset/programme .....	177
Appendix 6E	Branches withdrawing funds from the Foundation .....	178
<b>SECTION 7 New Zealand Red Cross Policies .....</b>		<b>181</b>
<b>SECTION 8 International Red Cross .....</b>		<b>185</b>
8.1	The International Red Cross and Red Crescent Movement and the Fundamental	

	Principles .....	186
8.2	International Committee of the Red Cross and International Humanitarian Law	186
8.3	International Federation of Red Cross and Red Crescent Societies .....	186
8.4	National Red Cross and Red Crescent Societies .....	186
8.5	Special appeals .....	187
8.6	Delegates .....	187
8.7	International communications and representation .....	187
APPENDICES TO SECTION 8 .....		188
Appendix 8A	Statutory bodies of the International Red Cross and Red Crescent Movement .....	189
Appendix 8B	Fundamental rules of International Humanitarian Law (IHL) applicable in armed conflicts .....	191
Appendix 8C	The history of the emblems .....	192
Appendix 8D	International Special Appeals Policy .....	193
Appendix 8E	International correspondence and communications .....	194
Appendix 8F	International representations .....	195

## **SECTION 1      Overview of New Zealand Red Cross**

- 1.1      Introduction to the Members' Handbook
- 1.2      Governance structure of New Zealand Red Cross
- 1.3      Protecting the emblem of the Red Cross Movement
- 1.4      Core Values of New Zealand Red Cross
- 1.5      Glossary of terms
- 1.6      New Zealand Red Cross Services
- 1.7      Overview of nominations and elections

### Appendices to Section 1

## **1.1 Introduction to the Members' Handbook**

This Handbook helps New Zealand Red Cross people operate within the Constitution of New Zealand Red Cross. The most up-to-date version of the Handbook is on the New Zealand Red Cross website.

The Constitution and Handbook empower and encourage members and staff to work together in the spirit of trust, cooperation and innovation. If there is a conflict between the Constitution and the Handbook, the Constitution takes precedence.

If anyone is in any doubt about the interpretation of any part of the Handbook, they should consult the National President. The National Board will refer to the latest version and determine the correct meaning. They will ensure wording is clarified appropriately in the Handbook.

When amendments are made, the National Board asks Area Councils, Branches, Groups, Service Centres and Red Cross House to update any hard copies and the web version promptly.

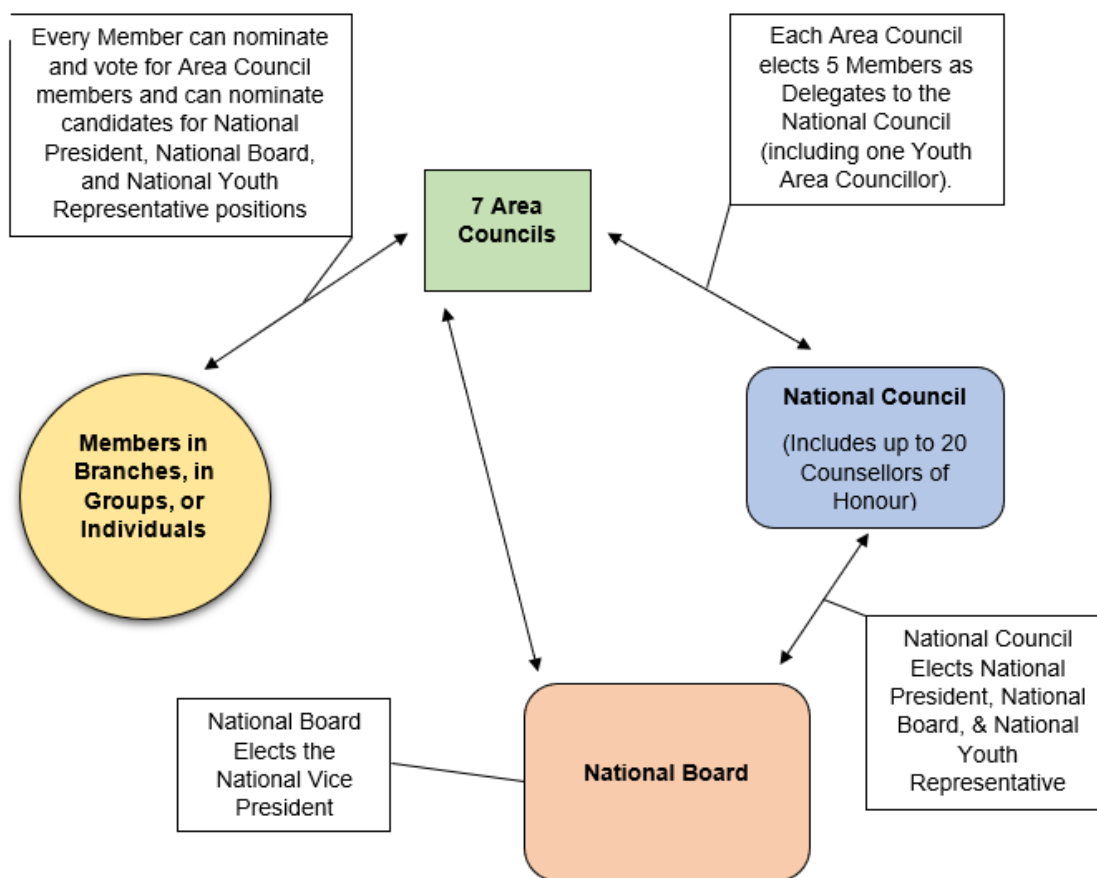
### **1.1.1 Members and volunteering**

Members govern New Zealand Red Cross and volunteer to deliver services and raise funds to support New Zealand Red Cross work. Staff co-ordinate many services and support members, especially when they are volunteering in New Zealand Red Cross activities. Anyone who wishes to volunteer in a Red Cross activity or service must first enrol as a Member. Membership gives protection through insurance and allows you a voice within the society.

New Zealand Red Cross is a member of the International Federation of Red Cross and Red Crescent Societies (IFRC). Information about IFRC and the other International Red Cross organisation, the International Committee of the Red Cross (ICRC), is given in Section 8 of this Handbook.



## 1.2 Governance structure of New Zealand Red Cross



The National Board appoints the Secretary General, who is responsible for the appointment and management of New Zealand Red Cross staff.

Members are likely to have most contact with Area Support Teams and/or the staff working in the activity in which the member is volunteering, for example shops.

All staff are expected to:

- support Members, Branches, Groups and Area Councils
- manage staff-led programmes with the help of Members.

### 1.3 Protecting the emblem of the Red Cross Movement

The Red Cross emblems (a red cross, red crescent, red crystal on a white background) are used for two purposes:

- To identify – we call this indicative use
- To protect people in life and death situations – we call this protective use.

The emblems of the Movement are universally recognised symbols of protection and assistance for victims of armed conflict and disasters. New Zealand Red Cross was authorised to use the Red Cross emblem in 1932.

Because New Zealand is party to the Geneva Conventions and Additional Protocols, our government must adopt legislation and measures to prevent any misuse of the emblem. The New Zealand Geneva Conventions Act governs the use of the emblems in New Zealand. Amongst other things, it makes it an offence for anyone to use any of the emblems without authorisation by the Minister of Defence. New Zealand Red Cross helps to monitor use of the emblems and report any misuse.

Every New Zealand Red Cross member is responsible for protecting the emblems from misuse. Members must report any case of emblem misuse to the Secretary General through their service centre or by emailing [emblem@redcross.org.nz](mailto:emblem@redcross.org.nz)

#### 1.3.1 How to use the emblems correctly

Use of the emblem must follow:

- International and domestic law
- The Fundamental Principles
- The 1991 Regulations on the Use of the Emblem by National Societies. The regulations were developed from Article 44 of Geneva Convention I. Articles 2 – 5 set out important general rules to protect the integrity of the emblem.

In summary, the general rules state that the emblem and logo must be used only as set out in international and domestic law, for activities in accordance with the Fundamental Principles, and the essential purposes of the Movement.

International Humanitarian Law (IHL) specifies the use, size, purpose and placing of the emblems, what respect the emblems entail, and the penalties for misusing the emblems.

Different rules apply to protective and indicative use of the emblem. The key variables are the size of the emblems ('optimum visibility' for protective and 'relatively small size' for indicative use), the context, including other print and design elements, and where the emblem is sited. People must follow the right rules for protective or indicative use.

Care must also be taken to avoid damaging the reputation of the Movement by the use of the emblem. The emblem must not be used for purposes that compromise the Fundamental Principles.

Any use that is not authorised by the Geneva Conventions, their Additional Protocols and regulations issued by the New Zealand Government, is a misuse of the emblem.

### 1.3.2 Some examples of misuse

#### Imitation

Signs that may be confused with one of the emblems due to similar colours or designs.

#### Improper use

Any use of an emblem inconsistent with the relevant rules of IHL, for example:

- Use of the emblem by unauthorised bodies or people, such as commercial firms, non-government organisations, or individuals
- Use of the emblem by people entitled to do so, but who use it for unauthorised purposes. For example, accessing public institutions inappropriately or to cross borders more easily when off- duty
- Use of the emblem by doctors, dispensaries, and private clinics or pharmacies
- Use of the emblem for commercial purposes.

#### Misleading

Use of the emblems in wartime to protect combatants and/or military equipment, for example, ambulances or helicopters marked with the emblem and transporting armed combatants, ammunition dumps masked with red cross flags with the intent to mislead the adversary. Misleading use of the emblems, when leading to death or serious injury, is considered a war crime. Details about use of the emblems is in Appendix 1G. The history of the emblems is in Appendix 8C.

## 1.4 Core Values of New Zealand Red Cross

- People:** We build the capacities of people and communities to work in solidarity, then find sustainable solutions to their most pressing needs and vulnerabilities.
- Integrity:** We work in line with our guiding Fundamental Principles, in ways that are transparent and accountable.
- Partnership:** As members of the International Red Cross and Red Crescent Movement, guided by its statutes, we cooperate with governments and with other organisations in line with the Fundamental Principles, without compromising our emblems and the independence, impartiality and neutrality they represent.
- Diversity:** We respect the diversity of the communities we work with and of our members and staff, based on non-discrimination and our principles of impartiality, unity and universality.
- Leadership:** We show leadership and strive for excellence in our work, drawing attention to the rights, needs and vulnerabilities of communities and the factors that underlie them.
- Innovation:** We draw inspiration from our shared history and tradition, but are equally committed to finding creative, sustainable solutions to problems that threaten human well-being and dignity in a changing world.

## 1.5 Glossary of terms

<b>Activity</b>	Any work undertaken by New Zealand Red Cross.
<b>Annual Area Plan</b>	A plan made each year for a New Zealand Red Cross area.
<b>Area</b>	A geographical part of New Zealand which New Zealand Red Cross National Board has declared to be an 'area' for the purposes of governance (Constitution 1.5.1 (iv)).
<b>Area Council</b>	The Group of members who are elected by all members in an Area to lead, coordinate and nurture New Zealand Red Cross in that Area.
<b>Area Forum</b>	Convened at least once a year by Area Councils to provide the opportunity for all members to review performance in the area, to share and develop plans for the coming year and to facilitate co-ordination between Members, Staff, Branches and Groups. It is also a forum for information sharing.
<b>Area Lead</b>	The Area Coordination and Planning Lead (Area Lead) is the lead of the Area Support Teams and the lead contact point for Area Councils in their area.
<b>Area Support Team</b>	The Area Support Team provides or helps with organising corporate support for Area Councils with the intent of helping Areas work well and meet New Zealand Red Cross objectives. The Team includes an Area Lead, a Senior Area Partner, an Advisor and an Administrator.
<b>Branch</b>	A formal Grouping of members (Constitution Chapter 1) that carries out activities to achieve New Zealand Red Cross' mission.
<b>Disaster Welfare and Support Team</b>	Also known as <b>DWST</b> , is a team of trained volunteers with support equipment who can be deployed to meet disaster relief needs in each New Zealand Red Cross area and Civil Defence region.
<b>Emblem</b>	The Red Cross Movement's emblem is the heraldic sign of the red cross on a white background. This emblem protects lives and so must be protected. New Zealand Red Cross helps the government to protect the emblem from misuse. Section 1 explains the rules for using the emblem correctly.
<b>Group</b>	An informal Grouping of members (Constitution Chapter 1) that carries out activities to achieve New Zealand Red Cross' mission. It differs from a Branch in that it has a less formal structure and doesn't have a bank account. Groups may be geographically-based (for example, Lower Hutt) or activity- based (for example, DWST).
<b>ICRC</b>	The International Committee of the Red Cross (ICRC) is a Swiss association managed by up to 25 co-opted Swiss citizens. The ICRC provides humanitarian support to the victims of war or in times of civil disturbance.
<b>IFRC</b>	The International Federation of Red Cross and Red Crescent Societies (IFRC) is a Federation of 192 (Dec. 2019) Red Cross and Red Crescent National Societies. The secretariat supports the development of national societies and provides coordination and assistance in times of disasters and in aid of refugees.
<b>IHL</b>	International Humanitarian Law (IHL), also known as the law of war, protects people who are not taking part in fighting such as wounded soldiers, prisoners of war and civilians. It also restricts the choice of weapons and how they can be used. The best known of these laws is the Geneva Conventions.
<b>Individual Member</b>	A member of New Zealand Red Cross who is not a member of a Branch or Group, but of an Area.
<b>International Delegate</b>	A person who has met minimum training requirements and is deployed by New Zealand Red Cross to work on its behalf overseas or seconded under contract to work for either the ICRC or the IFRC.

<b>Local fundraising</b>	Fundraising activities that are done by Branches, Groups or Fundraisers based in service centres.
<b>Local media</b>	Community papers (usually the free ones), local TV and magazines, non-networked radio stations.
<b>Logo</b>	New Zealand Red Cross has its own logo, which must be used in accordance with the Brand Policy.
<b>Member</b>	A person who has signed a form agreeing to abide by and promote the Fundamental Principles of the Movement, and has given their name and address to New Zealand Red Cross for the purposes of becoming a Member. Staff can be members but may not hold office, nominate, or vote.
<b>Misconduct</b>	Behaviour that is not in accordance with the Fundamental Principles of the Movement, the New Zealand Red Cross Constitution, Handbook, Code of Conduct, or Policies.
<b>National Board</b>	
<b>Liaison</b>	A member of the National Board who is responsible for liaising with and supporting a particular Area Council
<b>National Council</b>	The highest decision-making body of New Zealand Red Cross. The annual National Council meeting is New Zealand Red Cross' annual general meeting.
<b>National Council Membership</b>	Is noted in Article 3.1 of the Constitution.
<b>National fundraising</b>	Activities that are done or led by the fundraising staff at Red Cross House. Sometimes these activities may be done in coordination with Area Councils, Branches and Groups.
<b>National media</b>	Daily metropolitan newspapers, national TV and magazines, networked and national radio.
<b>Secretary General</b>	The person appointed by the National Board to manage the operations of New Zealand Red Cross and to recruit all other staff. Tasks noted in this Handbook as the responsibility of the Secretary General may be delegated to other staff.
<b>Service</b>	A regular activity supporting vulnerable people. New Zealand Red Cross' current services are listed below in 1.6.
<b>Service Centre</b>	An office from which staff support the Area Council and Members.
<b>Social media</b>	Websites and applications including Twitter, Facebook, Instagram and Neighbourly that enable users to share and create content or participate in social networking.
<b>The Mission of New Zealand Red Cross</b>	To improve the lives of vulnerable people by mobilising the power of humanity and enhancing community resilience.
<b>The Movement</b>	This means The International Red Cross and Red Crescent Movement, and includes all Red Cross and Red Crescent National Societies, the ICRC

(International Committee of the Red Cross) and the IFRC (International Federation of Red Cross and Red Crescent Societies).

**Youth Area Councillors** A person elected as an Area Councillor who, at the time of election, is between the ages of 18 and 30 (inclusive).

**Youth Member** A Member between the ages of 18 and 30 (inclusive).

**Volunteering** When a person gives their time to do an activity for New Zealand Red Cross.

## 1.6 New Zealand Red Cross Services and Activities

In November 2019 National Council adopted Strategy 2030 which outlines the direction and focus of New Zealand Red Cross' work from 2020 to 2030.

Strategy 2030 outlines three key service areas for New Zealand Red Cross and highlights its role in International Humanitarian Law.

The three key service areas are:

- Disaster Risk Management
- International Programmes
- Migration Programmes

Examples of New Zealand Red Cross services and activities to support the key service areas include:

- Book fairs
- Disaster Welfare and Support, and Community Relief Teams
- First Aid Training
- International development and assistance
- International humanitarian law (IHL) dissemination
- Meals on Wheels
- Phone companion service for older people
- Red Cross Choir
- Pathways to Employment (former refugees)
- Refugee Trauma Recovery
- Retail Shops
- Restoring Family Links (RFL)
- Winter warmer and bedding packs
- Young Humanitarians programmes

This list is not exhaustive, nor are all services and activities delivered throughout New Zealand. The most up-to-date information on services and activities is on the New Zealand Red Cross website.

## **1.7 Overview of nominations and elections**

*Constitution: Articles 4.1.1, 4.2.1, 4.3.1 and (2.1.4)  
Chapter 5 and Articles 3.2.1(ii), 3.4.1, 4.4.1*

- 1.7.1 Any member of a Branch or Group, who is not a member of staff, may elect or be elected as an official within their own Branch or Group.
- 1.7.2 Any Member who is not a member of staff may nominate candidates or be nominated for an Area Council. The nomination and election procedures are in Appendix 1A and the nomination form is in Appendix 1B.
- 1.7.3 Members elect Area Councils. See Appendix 1A.
- 1.7.4 Any Member may nominate candidates or be nominated for National President. The process for nomination and election is found in Appendix 1C and the nomination form in 1E.
- 1.7.5 Area Councils may nominate any number of Members enrolled in their area as candidates for the National Board using the form in Appendix 1D. The Secretary General calls for nominations.
- 1.7.6 Area Councils elect 5 representatives to the National Council, one of which must be a Youth Area Councillor. Delegates must be currently enrolled in their Area to be members of the National Council.
- 1.7.7 Members may nominate candidates for National Youth Representative. Any nominee must be 18 years, and not older than 30 years of age when they are elected. See Appendix 1C for the nomination and election process, and Appendix 1F for the form.
- 1.7.8 The National Council elects the National President and the National Youth Representative.
- 1.7.9 The National Council elects the National Board as set out in Article 4.1 of the Constitution. Article 4.3 of the Constitution states election process for members of the National Board.
- 1.7.10 The National Board elects the National Vice President from amongst its members. A co-opted member is ineligible to be elected as National Vice President.
- 1.7.11 A quorum is half of the members of whichever entity, whether a Branch, Branch Committee, Area Council, National Board, or National Council unless otherwise stipulated.
- 1.7.12 Voting is by those Members present. Proxy votes are only allowed at National Council when, after election of the area representatives, a person is no longer able to attend in person.



## APPENDICES TO SECTION 1

- 1A Area Council nomination and election procedures
- 1B Nomination Form for Area Councillors
- 1C Nomination and election procedures for the National Board, the National President and the National Youth Representative
- 1D Nomination Form for members of the National Board
- 1E Nomination Form for the National President
- 1F Nomination Form for the National Youth Representative
- 1G History and Use of the Emblems of the Movement

## Appendix 1A Area Council nomination and election procedures

Action	Suggested timing
Secretary General announces vacancies and calls for nominations	1 March
Nominations close	31 March
Area Forum held where nominees present themselves to membership (either in person or on paper).	April
Secretary General distributes voting papers. Each Member has one vote for each vacancy on their Area Council. For example, if there are seven vacancies they'll be able to vote for up to seven candidates.	1 May
Voting closes	1 June
Secretary General publishes results (only listing successful candidates)	Early June
National President organises induction of new Area Councillors	June-Aug
Area Councillors elect their Chair and Deputy Chair. All elected Area Councillors are eligible for election, including the existing Chair and Deputy Chair.	June
New Area Councillors take office for a term of three years	1 July

<b>Nominations</b>	<p>Any Member may nominate and vote for Area Councillors (see Article 2.6.2 of the Constitution).</p> <p>The Secretary General announces vacancies to Members, Branches and Groups by email. Public notices and meetings may also be used to announce vacancies and call for nominations. A closing date for nominations must be given.</p> <p>Nomination Forms are in Appendix 1B, on the New Zealand Red Cross website or at New Zealand Red Cross offices.</p> <p>Members send nominations for Area Councillors to their Area Council Chair, via their service centre by the closing date (late nominations are not accepted) The Chair ensures the nomination form is correct and that any necessary checks are completed. Then they send the nomination form to the Executive Assistant to the Secretary General.</p>
<b>Deciding if a vote is needed or not</b>	<p>If nominations do not exceed vacancies, the nominees are confirmed by the current Area Council Chair, and an election is not needed.</p> <p>If insufficient nominations are received, the National Board will try to appoint members to fill the vacancies.</p>

<b>Voting</b>	<p>If an election is needed, the Secretary General sends voting papers to all Members in the Area, by email or mail. Voting papers must show the closing date for voting.</p> <p>Members return their votes by the closing date and clearly marked "Area Council Voting Paper". Votes received after the closing date are not counted.</p>
<b>Processing votes at the service centre</b>	<p>On the closing date, all voting papers are opened and counted by the Area Support Team in the presence of two scrutineers. They may be current Area Councillors or senior Branch members, who are not nominees. On completion of the count voting papers are destroyed.</p>
<b>Publication of results</b>	<p>The Secretary General publishes the names of successful candidates by email to the nominees, Branches, Groups, Area Councils and the National Board. They also publish results on the website and in any other appropriate way.</p>
<b>Casual Vacancy on an Area Council</b>	<p>Area Councils may appoint replacements for any casual vacancies, to serve until the end of the current financial year. March-June they hold an election to fill that position from the beginning of the next financial year. Time spent filling a casual vacancy is not included in a member's next term of office.</p>

## Appendix 1B Nomination Form for Area Councillors

To be completed by a Member of New Zealand Red Cross who is nominating another Member.

Name of person nominated \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work phone \_\_\_\_\_

Member in \_\_\_\_\_ Area

Number of years with New Zealand Red Cross \_\_\_\_\_

Experience and skills relevant to an Area Council (to be circulated with voting papers to help voters choose their preferred candidates – 200 word maximum):

---

---

---

---

---

---

---

---

*(attach separate page if needed)*

Nominated by \_\_\_\_\_

Member in \_\_\_\_\_ Area

Seconded by \_\_\_\_\_

Member in \_\_\_\_\_ Area

The signing of this form signifies consent to the publication of name, address, and telephone number for New Zealand Red Cross purposes.

Signature of person nominated: \_\_\_\_\_ Date: \_\_\_\_\_

This nomination must be returned to the Area Support Team at the local service centre by 31 March.

*Look on the New Zealand Red Cross website for the address of service centres.*

## Appendix 1C Nomination and election procedures for the National Board, the National President and the National Youth Representative

### A. Standard Procedure

<b>Step 1</b>	<p>The Secretary General notifies <b>all members</b> by email and via their Area Council, Branch or Group that nominations are open for the National President and the National Youth Representative.</p> <p>The Secretary General notifies <b>Area Councils</b> that nominations are open for National Board members.</p>
<b>Step 2</b>	<p>Completed nomination forms (see Appendices 1D, 1E and 1F) must be received by the Office of the Secretary General at Red Cross House <i>not less than 40 days</i> before the date of the National Council meeting. This allows time for them to be circulated to National Council members.</p>
<b>Step 3</b>	<p>Copies of all nominations received and background material are circulated to members of National Council <i>not less than 30 days</i> before the date of the National Council meeting.</p>
<b>Step 4</b>	<p>Voting takes place at the National Council meeting (<i>Articles 3.8 and 4.2 of the Constitution</i>).</p>

## B. Procedure for casual vacancies

A casual vacancy occurs between meetings of the National Council when the National President or National Youth Representative is unable to, or chooses not to, complete the whole of their term.

Time spent filling a casual vacancy is not included in a member's maximum term of office.

If the National President's position becomes vacant, the National Vice President takes the role of National President until the end of the next National Council meeting.

If the National Vice President's position becomes vacant, the National Board elects a new National Vice President from amongst its members to hold office until the next National Council meeting.

If the positions of National Youth Representative or National Board members become vacant, follow the steps below.

<b>Step 1</b>	The National Board decides whether to call for nominations or to leave the post vacant until the next National Council meeting.
<b>Step 2</b>	As soon as reasonably practical, members of the National Council must be notified of the position and of the decision of the National Board. National Council members remain National Council members until new members are elected the following year.
<b>Step 3</b>	If nominations are called for, completed nomination forms (see Appendices 1D and 1F) must be received the Office of the Secretary General at Red Cross House by the closing date set by the National Board.
<b>Step 4</b>	Copies of all nominations received, background material and voting papers are circulated to members of National Council.
<b>Step 5</b>	Voting papers must be received by the Secretary General by the closing date.
<b>Step 6</b>	On the closing date, the Secretary General counts all votes, in the presence of a New Zealand Red Cross Counsellor of Honour. When the count is completed, the Counsellor of Honour destroys the voting papers.
<b>Step 7</b>	Results of the vote must be made known immediately to all nominees, members of National Council, the National Board and Area Councils.

## Appendix 1D Nomination Form for members of the National Board of New Zealand Red Cross

To be completed by a member of New Zealand Red Cross who is nominating another member.

Name of person nominated \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work phone \_\_\_\_\_

Member in \_\_\_\_\_ Area

Number of years with New Zealand Red Cross \_\_\_\_\_

Nominee has read and understood the Board Charter and Code of Conduct \_\_\_\_\_

Experience and skills relevant to the National Board (to be circulated with voting papers to help voters choose their preferred candidates – 200 word maximum):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(attach separate page if needed)*

Nominated by \_\_\_\_\_

Member in \_\_\_\_\_ Nominee's Area, Branch or Group (circle which applies)

Seconded by \_\_\_\_\_

Member in \_\_\_\_\_ Nominee's Area, Branch or Group (circle which applies)

The signing of this form signifies consent to the publication of name, address, and telephone number for New Zealand Red Cross purposes.

Signature of person nominated: \_\_\_\_\_ Date: \_\_\_\_\_

This nomination must be returned to:

Freepost 191699  
Nominations National President  
C/- New Zealand Red Cross Inc.  
PO Box 12 140  
Wellington 6144

## Appendix 1E Nomination Form for the National President of New Zealand Red Cross

To be completed by a member of New Zealand Red Cross who is nominating another member.

Name of person nominated \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work phone \_\_\_\_\_

Member in \_\_\_\_\_ Area, Branch, Group

Number of years with New Zealand Red Cross \_\_\_\_\_

Nominee has read and understood the Board Charter and Code of Conduct \_\_\_\_\_

Experience and skills relevant to the National Board (to be circulated with voting papers to help voters choose their preferred candidates – 200 word maximum):

---

---

---

---

---

*(attach separate page if needed)*

Nominated by \_\_\_\_\_

Member in \_\_\_\_\_ Area, Branch or Group (circle which applies)

Seconded by \_\_\_\_\_

Member in \_\_\_\_\_ Area, Branch or Group (circle which applies)

The signing of this form signifies consent to the publication of name, address, and telephone number for New Zealand Red Cross purposes.

Signature of person nominated: \_\_\_\_\_ Date: \_\_\_\_\_

This nomination must be returned to:

Freepost 191699  
Nominations  
Board appointed Counsellor of Honour  
C/- New Zealand Red Cross Inc.  
PO Box 12 140  
Wellington 6144



**Appendix 1F Nomination Form for the National Youth Representative of New Zealand Red Cross**

*Nominee must be 18 years and no older than 30 years at the start of each term.*

To be completed by a member of New Zealand Red Cross who is nominating another member.

Name of person nominated \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work phone \_\_\_\_\_

Member in \_\_\_\_\_ Area Number of years with New Zealand Red Cross \_\_\_\_

Nominee has read and understood the Board Charter and Code of Conduct \_\_\_\_\_

Date of birth \_\_\_\_\_ Number of years with New Zealand Red Cross \_\_\_\_

Nominee has read and understood the Board Charter and Code of Conduct \_\_\_\_\_

Experience and skills relevant to the National Board (to be circulated with voting papers to help voters choose their preferred candidates – 200 word maximum):

\_\_\_\_\_  
\_\_\_\_\_

*(attach separate page if needed)*

Nominated by: \_\_\_\_\_

Member of: \_\_\_\_\_ Area/Branch/Group(circle which applies)

Seconded by: \_\_\_\_\_

Member of: \_\_\_\_\_ Area/Branch/Group (circle which applies)

The signing of this form signifies consent to the publication of name, address, and telephone number for New Zealand Red Cross purposes.

Signature of person nominated: \_\_\_\_\_ Date: \_\_\_\_\_

This nomination must be returned to  
Freepost 191699  
Nominations National President  
C/- New Zealand Red Cross Inc PO Box 12 140  
Wellington 6144

## Appendix 1G Emblems of the Movement

The emblems of the International Red Cross and Red Crescent Movement have two uses – protective and indicative – explained below:

### **Protective use: (the emblems as symbols of protection)**

In times of armed conflict, they constitute the visible sign of protection conferred by the Geneva Conventions and their Additional Protocols on relief workers, medical personnel, units and means of transport. This is the essential purpose of the emblems.

The emblems, when used as protective devices, must engender restraint and respect among combatants. They are, therefore, of large dimensions and should be displayed with no other information.

### **Indicative use: (the emblems as symbols of membership of the Movement)**

The indicative use of the emblems is designed to show that a person or object is linked to the Movement. In this case, the emblems should bear additional information such as the name of the relevant National Society for example, and must be small in size in order to avoid any confusion with the emblems used as protective devices.

The ICRC and IFRC may use the emblems at all times – in peacetime as well as in times of armed conflict - and without restriction. The tables attached here outline who can use the emblems and under which circumstances.

#### **Use of the emblems in time of peace**

<b>Indicative use</b>	<ul style="list-style-type: none"> <li>Bodies, persons and objects connected with one of the components of the Movement (i.e., National Societies, the ICRC and the IFRC).</li> <li>Ambulances and first-aid stations exclusively assigned to providing free treatment to the wounded and sick, as an exceptional measure, in conformity with national legislation and with the express authorisation of the National Society.</li> </ul>
<b>Protective use</b>	<ul style="list-style-type: none"> <li>Medical services and religious personnel of the armed forces.</li> <li>National Society medical facilities and means of transport that are to function as such with the authorities' consent in the event of armed conflict.</li> </ul>

#### **Use of the emblems in time of armed conflict**

<b>Indicative use</b>	<ul style="list-style-type: none"> <li>National Societies, the ICRC and the IFRC.</li> </ul>
<b>Protective use</b>	<ul style="list-style-type: none"> <li>Medical services and religious personnel of the armed forces</li> <li>Medical personnel and medical units and transports of national societies when placed at the disposal of the medical services of the armed forces and subject to military laws and regulations.</li> <li>With the express authorisation of the government and under its control: civilian hospitals, all civilian medical units and other voluntary relief societies and medical facilities, their staff and civilian medical means of transport assigned to the treatment and transport of the wounded, sick and shipwrecked.</li> </ul>

## **SECTION 2      Members of New Zealand Red Cross**

- 2.1      Members
- 2.2      Code of Conduct
- 2.3      Supporters/partners/donors
- 2.4      Branches
- 2.5      Groups
- 2.6      Individual members
- 2.7      Transferring or resigning membership
- 2.8      Managing misconduct and grievance
- 2.9      Managing health and safety when members volunteer
- 2.10     Standing down members
- 2.11     Suspension or expulsion of members, and removal from office

Appendices to Section 2

## 2.1 Members

### 2.1.1 Definition (*Constitution 2.2.1*).

Members are defined in the Constitution of New Zealand Red Cross as those persons who have agreed to be members of New Zealand Red Cross, have signed a declaration to adhere to and promote the Fundamental Principles, and whose names have been so recorded.

### 2.1.2 Types of membership

A member may participate in the activities of New Zealand Red Cross in three ways:

- By belonging to a Branch
- By belonging to a Group
- By registering directly as an individual member with the Area Council that covers the geographical area in which they live (unless the National Board approves membership of another area)

Members may belong to one Branch and/or one or more Groups, but can only be registered with one Area Council.

Where a member is enrolled in an Area and the boundaries of that Area changes, that member is automatically enrolled in the new Area in which they have their principal place of residence.

Staff may be members but may not hold office, nominate candidates or vote.

International Delegates are members of staff while serving their contracts.

### 2.1.3 How to become a Member (*Constitution 2.2.3*)

Prospective members can talk to any New Zealand Red Cross staff or member about joining. Information about membership and an enrolment form are on the New Zealand Red Cross website. Enrolment forms are in Appendix 2A of this Handbook and should also be held by Area Councils, Branches, Groups and Service Centres.

As an Incorporated Society, New Zealand Red Cross must keep a National Register of all members, including their contact details. Area Councils are responsible for ensuring that members in their area keep their records up-to-date. Records are updated online by members or at service centres.

The National Board may decline a membership enrolment.

### 2.1.4 Honorary Members (*Constitution 2.4*)

Honorary Members are those members who have been accorded the status of Honorary Life Member by the National Board, or of Counsellor of Honour by the National Council.

The criteria and process for appointment to Honorary Life Member or Counsellor of Honour are in Appendix 4C of this Handbook - Honours and Awards.

### 2.1.5 Youth Members

The Movement defines "youth" as aged 18 and no older than 30 years. Those younger can be non-voting members of New Zealand Red Cross. From 12 years of age they can sign their own membership enrolment form, with parental consent. If under 12 years of age, a parent must sign the form.

### **2.1.6 Members' rights**

All Members of New Zealand Red Cross have the right to:

- Participate in the democratic processes of New Zealand Red Cross (except if they are staff). Branch/Group members can nominate and vote for Branch/Group and Area Council office holders. Individual members (not in a Branch or Group) can only nominate and vote for Area Councillors See Constitution 2.4.1 and 2.4.2
- Nominate a member as a candidate for the positions of National President or National Youth Representative
- Nominate members, staff or supporters for awards through a Branch or Area Council. See Appendix 4C for details
- Stand for election for any office within New Zealand Red Cross (except if a staff member)
- Staff who have resigned/retired from a paid position may seek election as a member after a stand down period of six months from the date of their resignation/retirement
- However, if a former Member's membership (or in the case of a former staff member, their employment) was terminated following a dispute resolution or disciplinary process, that person may only be re-admitted as a Member, or be eligible for nomination or election to any position in New Zealand Red Cross after a period of three calendar years from the date of termination of membership (or employment), or such other time period set by the National Board.
- Have access to the annual report of New Zealand Red Cross
- Be kept informed of the work of New Zealand Red Cross.

### **2.1.7 New Zealand Red Cross responsibilities to Members**

All members can expect New Zealand Red Cross to:

- Value and treat them with respect and dignity
- Value and recognise their contribution
- Give them information so they can participate according to their rights in 2.1.6 above.

### **2.1.8 Members' responsibilities to New Zealand Red Cross**

All Members of New Zealand Red Cross have these responsibilities:

- To follow the Fundamental Principles
- To promote the mission of New Zealand Red Cross and the Fundamental Principles within the community
- To follow the New Zealand Red Cross Code of Conduct when engaged in New Zealand Red Cross activities. See 2.2 below
- To follow New Zealand Red Cross policies and procedures
- Inform their Area Council or the National Board about any potential or actual conflicts of interest if they are seeking election or appointment to, or holding, any office in New Zealand Red Cross (as required by the Constitution 2.9.1). See Appendix 2H for guidance on potential conflicts of interest
- To get National Board approval to represent New Zealand Red Cross overseas in any way
- To contact the Secretary General to get a letter of introduction before visiting any overseas National Society
- To take responsibility for their own health, safety and wellbeing and take reasonable care to make sure their actions or inactions do not knowingly put the health, safety and wellbeing of others at risk.

## 2.2 Code of Conduct

All Members must follow the New Zealand Red Cross Code of Conduct which you can [find here](#) or in hard copy on request from your service centre.

### **2.2.1 Fraud, Corruption and Dishonesty Policy**

New Zealand Red Cross has a Fraud, Corruption and Dishonesty Policy, which is in Appendix 2I. This policy gives guidance to prevent, detect, investigate and resolve fraud, corruption and dishonest behaviour.

## **2.3 Supporters/partners/donors**

### **2.3.1 Definition**

Supporters/partners/donors are people or organisations that support the mission of New Zealand Red Cross by financial or other support.

### **2.3.2 Rights of supporters**

All supporters/partners/donors have the right to:

- Be valued for their contribution to New Zealand Red Cross
- Have their contribution recognised
- Receive information about the work of New Zealand Red Cross.

## **2.4 Branches**

### **2.4.1 The role of a New Zealand Red Cross Branch**

A New Zealand Red Cross Branch is a Grouping of members in a community that helps to fulfil the mission of New Zealand Red Cross by:

- Promoting the Fundamental Principles of the Movement
- Delivering services to vulnerable people in line with national and area plans
- Maintaining an effective New Zealand Red Cross presence in the community
- Raising funds for New Zealand Red Cross
- Recruiting new members
- Thanking members, supporters and donors
- Communicating with other Groups and organisations in their community to enhance the work of New Zealand Red Cross.

A Branch differs from a Group because it is able to operate a bank account, and is required to have elected officials to govern itself.

Area Councils support Branches in their area, including helping to assess opportunities and solve problems.

### **2.4.2 Rules for Branches**

- Branches are part of New Zealand Red Cross, not separate entities.
- Branches formed before 1 March 2010 have a minimum of five members, and Branches formed after 1 March 2010 have a minimum of ten members.
- Branches hold an Annual Meeting every year.
- Branches may not employ staff or pay honorariums.
- Branches may not give donations to other organisations (Members' Handbook 6.14).
- Branch property and assets belong to New Zealand Red Cross and are held on a national asset register.

- Branches send their annual statement of accounts to Red Cross House, via their service centre, by 20 July each year. Branches follow the guidance on financial management and administration in Section 6 of this Handbook.
- If Branches want to do any activities with another organisation, they need to get approval from the National Board, through their Area Council. No relationship or partnership should result in unsatisfactory ongoing obligations for New Zealand Red Cross in terms of time, material or funds.

### **2.4.3 Guidelines for Branches**

Branches prepare a basic plan of their activities for the coming year and a budget to support the plan. The plan and budget are shared at the annual area forum to ensure they are aligned with other plans in the area, and with New Zealand Red Cross' strategic direction. The planning template is contained in Appendix 3O. The Area Council must approve any service or activity that is new to their area – details of how to get this approval are in Appendix 3D.

Branches may set a voluntary membership subscription at an appropriate level, but a subscription must not exclude any potential member. Subscriptions are not a requirement of membership and no member will be expelled for not paying a subscription. Subscriptions are deemed a donation from members and must be used for the administration of the Branch.

Branches should nominate a 'Health, Safety and Wellbeing Champion' and include Health, Safety and Wellbeing as an agenda item at all Branch meetings, discussing any health, safety and wellbeing issues raised by members and sharing health, safety and wellbeing information. Branches must conduct their activities in a safe and healthy way: identifying hazards and taking action to either eliminate them or reduce the risk of harm.

### **2.4.4 Branch Officials**

Outlines of the roles of Branch officials are in Appendix 2G.

Branches elect a President, Secretary and Treasurer at their AGM. Nominees should be nominated and seconded by two members. The offices of Treasurer and Secretary may be held by the same person.

Branches may also appoint a Membership Coordinator, and Communications Coordinator, and coordinators for specific Branch activities.

Branch officials should hold a position for no more than six years continuously (excluding time spent filling a mid-term/casual vacancy). Area Councils may approve exceptions.

If an official is unable to complete a full year between AGMs, the Branch committee may choose to fill the vacancy by appointing a member for the remainder of the year or may call a Special Meeting to nominate and elect a replacement.

If a Branch is unable to fill its offices it may wish to consider becoming a Group, which has a less formal structure.

### **2.4.5 Annual General Meeting (AGM)**

Branches hold an AGM before 15 August each year. Each Branch member is advised, in writing or by advertisement, of the date and place of the meeting at least two weeks before the meeting.



The functions of the AGM are for members to:

- receive an annual report from the Branch President on the activities of the Branch during the past year
- receive and approve the financial report for the year ending 30 June
- elect Branch officers and committee members as are necessary.

Within 14 days after the AGM Branches send to the chair of the Area Council and the service centre:

- the annual and financial reports
- a list of officials using the form in Appendix 2E.

#### **2.4.6 Welcoming new Members**

Branches aim to attract members who represent their community, with the same spread of ages, ethnicity and so on. They also encourage members to be active and make a long-term commitment to New Zealand Red Cross.

Branches ensure that they:

- process enrolments by new members promptly and efficiently
- do any required background checks politely and promptly
- welcome new members and orient them to New Zealand Red Cross
- Tell new members about their rights and responsibilities
- Record member details in the national database.

#### **2.4.7 Branch establishment or closure**

National Board approves establishment and closure of Branches, via Area Councils.

A Group of at least 10 members may apply to an Area Council to form a new Branch. If the Area Council believes the rules and responsibilities of Branches are able to be met, the Area Council recommends the application to the National Board, using the form in Appendix 2B.

If a Branch decides to close or combine with another Branch, they talk to their Area Council. The procedure is outlined in Appendices 3K and 3L.

#### **2.4.8 Branch becoming a Group**

If a Branch wants to become a Group, they talk to their Area Council, which oversees the process outlined in Appendix 3M.

A formal vote on a motion to change the Branch to a Group must be made at a Special General Meeting of the Branch.

The Area Council then informs the National Board of the change.

The Branch accounts must be finalised and all funds forwarded to the Area Council within four weeks of the formal resolution to become a Group.

At the first meeting of the Group, a coordinator, who will be responsible for liaising with their Area Council, is elected.

## 2.5 Groups

### 2.5.1 Role of a Group

A New Zealand Red Cross Group is a Group of members that do activities to fulfil the mission of New Zealand Red Cross. Groups may be geographically-based or activity-based. Groups are affiliated to a Branch or an Area Council.

A Group may do a single activity or a number of activities. Examples include university Groups, youth Groups, DWST, Groups in communities, fundraising Groups, virtual Groups, Groups from ethnic communities, workplace Groups, school Groups and single activity Groups.

A Group differs from a Branch in that it does not have its own bank account and so does not need to have such a formal structure (President, Treasurer and Secretary).

A Group may do any one of the following, or a combination of them:

- Promote the Fundamental Principles of the Movement
- Deliver services to vulnerable people in line with national and area plans
- Raise funds for the work of New Zealand Red Cross
- Provide a New Zealand Red Cross presence in the community

### 2.5.2 Rules for Groups

- Area Councils approve the establishment or closure of Groups in their area. The application form to establish a Group is in Appendix 2C.
- Groups elect or appoint a coordinator who coordinates the Group and liaises with their Branch or Area Council.
- Each Group determines which New Zealand Red Cross activities it wishes to undertake and seeks approval where required.
- Each Group prepares a plan of its activities for the coming year and a simple budget to support the plan. A Group can get help with its planning from its Area Council or staff. The plan and budget are shared at the annual Area Forum to ensure they are aligned with other plans in the area and with New Zealand Red Cross' strategic direction.
- A Group's funds are administered by a Branch, an Area Council or a service centre.
- Groups inform their Area Council about any member who qualifies for service awards at least six weeks before the award is presented. Groups arrange for the presentation of service awards.

## 2.6 Individual Members (not part of a Branch or Group)

An individual Member is enrolled with an Area Council but does not belong to a Branch or a Group. They may support New Zealand Red Cross in a number of ways outside of the Branch or Group structure, for example by volunteering to support a national fundraising activity, by volunteering or fundraising in a community where there is no Branch or Group, or by promoting the Fundamental Principles. Area Councils should communicate with individual members from time to time and ensure they are welcomed, orientated, receive information and are invited to events held in the Area.

### **2.6.1 Activities initiated by Individual Members**

If an individual Member wants to undertake an activity, they must first get approval from their Area Council. An example of such an activity might be an individual fundraising effort. Individual initiatives should be included in the Annual Area Plan.

### **2.7 Transferring or resigning membership**

Members who wish to transfer their membership from one area or Branch/Group to another advise their current Branch president or area staff. The service centre will notify the area or Branch to which the member is transferring and update the member's record in the national database.

If a member wishes to resign their membership, or retire, they send a written resignation (email is acceptable) to the entity with which they are enrolled, which then advises the service centre to remove them from the national database. See Article 2.5 of the Constitution.

### **2.8 Managing misconduct and grievance**

Misconduct includes acting against the Fundamental Principles, the Constitution, New Zealand Red Cross policies, the New Zealand Red Cross Code of Conduct, and/or breaching any health and safety obligations (in terms of NZRC's written policies, and/or reasonable instruction by New Zealand Red Cross).

Specific examples of misconduct and grievance include:

- Negligence and carelessness in the performance of duties
- Failure to work in a safe manner or to take reasonable care to make sure their actions or inactions do not knowingly put the health, safety and wellbeing of themselves or others at risk
- Impairment while performing duties due to the consumption of alcohol, drugs or other substances
- Failure to comply with a lawful instruction
- Wilful misuse, mistreatment, or otherwise not taking care of New Zealand Red Cross property
- Behaving in a manner that causes unreasonable distress to other members or staff
- Using offensive or abusive language
- Criminal behaviour
- Theft, fraud, misuse or unauthorised use of New Zealand Red Cross funds, resources, information or property
- Physical abuse, violence, bullying, harassment or material abuse
- Possession (including sending or receiving) of pornographic, offensive or other inappropriate material
- Acting in a way that brings New Zealand Red Cross into disrepute
- Sale or unauthorised release of information held by New Zealand Red Cross
- Deliberately giving false or misleading information to New Zealand Red Cross or external partners.

This is not a complete list, and other actions may constitute misconduct or grievance. We aim to deal with misconduct at the earliest opportunity and for this to be addressed in the local area expeditiously. Many issues are likely to be able to be resolved between the individuals involved when issues are identified and spoken about. If the issue remains unresolved even after escalation to Branch or Area Council, or is sufficiently serious, the procedure set out in Appendix 2J applies.

## **2.9 Managing health and safety when members volunteer**

Sometimes it may be necessary to stand down a member from a volunteering role because of health, safety and wellbeing concerns. In these circumstances the manager of the programme, service or activity must make a decision after first informing the member of their concerns and listening to their explanation. If the manager decides to stand down a member, the member must stop performing their role and return any New Zealand Red Cross equipment they have.

A manager may be either a New Zealand Red Cross staff manager/supervisor or a member acting as a manager/supervisor of a service, programme, activity or retail operation.

A manager cannot stand down a member from other duties, such as from roles in a Branch, Area Council or the National Board, and cannot suspend membership with New Zealand Red Cross.

## **2.10 Standing down members**

For the purposes of allowing an investigation under Appendix 2J, or Article 2 of the Constitution, to be conducted efficiently and fairly, or where it is necessary for health and safety reasons, the Committee established under Appendix 2J may stand down a member from any duties, such as from their roles in a Branch, for the duration of the investigation. If a member is stood down, that member must stop performing their role and return any New Zealand Red Cross equipment they have.

## **2.11 Suspension or expulsion of members, and removal from office**

A member may be suspended or expelled or subject to such other disciplinary action including, but not limited to, a letter of expectation or formal written warning, in accordance with Appendix 2J, if they have acted against the Fundamental Principles, the Constitution, New Zealand Red Cross policies, the New Zealand Red Cross Code of Conduct, or are in breach of any health and safety obligations (in terms of New Zealand Red Cross's written policies, and/or reasonable instruction by New Zealand Red Cross).

Where it is alleged that a member has acted in one or more of these ways, the procedure set out in Appendix 2J applies.

## APPENDICES TO SECTION 2

- 2A Membership Enrolment form
- 2B Application form to establish a New Zealand Red Cross Branch
- 2C Application form to establish a New Zealand Red Cross Group
- 2D Form to record changes to Branch and Group members' contact details
- 2E Branch Officials Information Form
- 2F
  - (a) Branch Meeting Procedures
  - (b) Minutes of Branch Meetings
- 2G Guide for Branch Officials Roles
  - 2G (1) Branch President
  - 2G (2) Branch Secretary
  - 2G (3) Branch Treasurer
  - 2G (4) Branch Membership Co-ordinator
  - 2G (5) Branch Communications Co-ordinator
- 2H Guidance on disclosing potential conflicts of interest
- 2I Guidance on dealing with Fraud, Corruption and Dishonesty
- 2J Dealing with Misconduct or Grievances
- 2K Members driving for New Zealand Red Cross

## Appendix 2A Membership Enrolment Form

### New Zealand Red Cross Membership Enrolment Form

I wish to join the New Zealand Red Cross

Office use only

NZRC# \_\_\_\_\_

Branch/Group \_\_\_\_\_ Or  
Individual



#### PART ONE

#### PERSONAL DETAILS

Full Name: \_\_\_\_\_ **Title:** \_\_\_\_\_  
Preferred to be known as: \_\_\_\_\_ **Gender:** M /F /Other  
Residential Address: \_\_\_\_\_  
Suburb & Town/City: \_\_\_\_\_ **Post Code:** \_\_\_\_\_  
Postal Address [if different]: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Mobile Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Date of birth\*: \_\_\_\_\_ Ethnicity\*: \_\_\_\_\_  
Preferred contact method: [please circle] email phone post  
Are you currently employed by New Zealand Red Cross? Yes/No

\*these questions are optional, but your answers help us keep good records

I **understand** that I will be required to adhere to the Fundamental Principles of the Red Cross and Red Crescent Movement and that I will be bound by the Constitution and Code of Conduct of New Zealand Red Cross Incorporated and by the rules set out in its Members' Handbook, and internal regulations on the use of the emblem by the Members.

**I affirm the Fundamental Principles of the International Red Cross and Red Crescent Movement** which require me to: have concern for all **humanity**;

be **impartial** in my endeavours;

remain **neutral** in all situations;

be **independent** so I can always act in accordance with our principles; promote the spirit of **voluntary service**;

foster **unity**;

strive for **universality**.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For those aged between 12 and 18 years please sign with parental consent**

*By signing the above form you are confirming that parental consent has been given.*

**If under 12 years, please have a parent or guardian sign this enrolment form.**

Full Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**We respect your privacy and adhere to the Privacy Act 2020**

New Zealand Red Cross will keep the information you have provided us with on our membership register, so you can vote in our postal elections and so we can send our updates to you (if you agree to receive these communications below). We will use all reasonable security safeguards to ensure your information is protected and will not share your information with anyone else.

I agree to receive information from time to time about New Zealand Red Cross work and information on how to support the New Zealand Red Cross through donations. I understand I can unsubscribe from these communications at any time by informing the New Zealand Red Cross of my intent to unsubscribe.

## Application to establish a Red Cross Branch



Please print in BLOCK CAPITALS with a Black or Blue Pen

The following Members wish to establish a Branch of New Zealand Red Cross in the \_\_\_\_\_ Area.

NB: At least ten (10) members are required to form a Branch.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

If additional names, please list on a separate page.

---

**KEY CONTACT'S DETAILS**

Full Name: \_\_\_\_\_

Title: Ms/Mrs/Miss/Mr/Dr/Other \_\_\_\_\_ Name you prefer to be known by: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb and Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application to establish a Red Cross Group



Please print in BLOCK CAPITALS with a Black or Blue Pen

The following Members wish to establish a Group of New Zealand Red Cross  
in the \_\_\_\_\_ Area.

This Group would like to be affiliated with:  
(Please select only one of the following options.)

\_\_\_\_\_ Branch

\_\_\_\_\_ Area Council

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

If additional names, please list on a separate page.

KEY CONTACT'S DETAILS	
Full Name:	_____
Title: Ms/Mrs/Miss/Mr/Dr/Other _____	Name you prefer to be known by: _____
Residential Address:	_____
Suburb and Town: _____	Post Code: _____
Postal Address (if different):	_____
Email Address: _____	Home Telephone: _____
Mobile Telephone: _____	Work Telephone: _____
Signature: _____	Date: _____





## Appendix 2E Branch Officials Information Form

This form is to be completed on an annual basis, by the Branch President within 14 days after an Annual General Meeting and forwarded to the service centre and Area Council Chair.

BRANCH NAME \_\_\_\_\_

DATE \_\_\_\_\_

### ***Branch President***

(Mr/Mrs/Miss/Ms) \_\_\_\_\_

(First name)

(Surname)

Address \_\_\_\_\_

Post code: \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (cell phone)

Email Address \_\_\_\_\_

### ***Branch Secretary***

(Mr/Mrs/Miss/Ms) \_\_\_\_\_

(First name)

(Surname)

Address \_\_\_\_\_

Post code: \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (cell phone)

Email Address \_\_\_\_\_

Branch Officeholders take office at the end of the AGM at which they are elected and hold their positions until the end of the following AGM.

Normal Meeting Day \_\_\_\_\_

Time \_\_\_\_\_  
(Day/Week of each month/bi-monthly)

Normal Meeting Place \_\_\_\_\_

## Appendix 2F (a) Branch Meeting Procedures

All motions **must** be moved, seconded, and voted on by those present

	Action	Notes
<b>Before the meeting</b>	Branch President (or delegated person) prepares the agenda and shares it with the Secretary	This may be a written agenda, given to members before the meeting.
<b>Item 1</b>	Open the meeting with the Fundamental Principles Ensure there is a quorum	May be read by one person, or by all present.
<b>Item 2</b>	Apologies (Secretary to give names for acceptance)	Needs a motion "I move that the apologies be accepted".
<b>Item 3</b>	Welcome new members and guests	Secretary records names of all those present in the Minutes and notes all new Branch members.
<b>Item 4</b>	Minutes of the Previous meeting	If the Minutes have been circulated, they can be taken as read, accepted as a true and correct record, and signed. If not circulated, the Minutes must be read to the members. Then a motion to accept as a true and correct record (mover and seconder must have been at the meeting), and signed. Any corrections are made in the margin and signed.
<b>Item 5</b>	Matters arising from the Minutes	Discussion – new motions may arise if action needs to be approved.
<b>Item 6</b>	Correspondence report	Motion to accept inward correspondence and to approve outward correspondence.
<b>Item 7</b>	Matters arising from the correspondence	Discussion – new motions may arise if action needs to be approved.
<b>Item 8</b>	Health and Safety	Identify any new hazards and how to manage them, Review any incidents.
<b>Item 9</b>	Financial report and accounts for payment	Motion (usually Treasurer) that report be adopted and payments authorised.
<b>Item 10</b>	General Business noted on the agenda	Motions may arise when action needs to be approved.

<b>Item 11</b>	Reports from sub-committees, Groups, working parties, other	Motion to receive reports.
<b>Item 12</b>	Matters arising from reports	Discussion - new motions may arise if action needs to be approved.
<b>Item 13</b>	Any other General Business, added to the agenda with consent of the meeting	Discussion - new motions may arise if action needs to be approved.
<b>Item 14</b>	Fix date and time of next meeting	Record in the Minutes.
<b>Item 15</b>	Close the meeting	Record the time.

#### **Appendix 2F (b) Minutes of Branch meetings**

The Minutes of a meeting are a written record of the business discussed and decisions made at the meeting. When signed, they become the permanent record of the proceeding.

The precise words of motions and resolutions must be recorded as well as the names of the mover and seconder. Minutes must never be erased, but corrections simply incorporated into the Minutes of the next meeting.

Minutes are NOT verbatim records. Presidents and secretaries should work out the format of minutes that will work best for their Branch. Tables, subheadings and bulleted lists are acceptable in modern minutes. Decisions and action to be taken should be easy to see.

The Minutes must be kept in a safe place, and be available on request.

## Appendix 2G Outlines of Branch Officials Roles

### 2G (1) Branch President

#### What is the job that needs to be done?

A Branch President leads their Branch and connects it with other parts of the New Zealand Red Cross family. They make sure that:

- Their Branch delivers the services for vulnerable people that the Branch has agreed or contracted to do
- New Zealand Red Cross is well known and has a good reputation in their area.

These are the main tasks they need to do or delegate:

1. Manage an effective committee, in particular:
  - (a) Run committee meetings effectively – so all members can speak and be heard
  - (b) Ensure the Branch's workload is spread fairly amongst members
  - (c) Help solve problems that arise with any Branch activities
  - (d) Sometimes attend subcommittee meetings – for example if they are helping with a fundraising event or activity.
2. Make sure that there are enough members in their Branch to do the work, and that the membership reflects the diversity of the community (age, ethnicity and so on).
3. Support Branch officials with their delegated tasks, including Secretary, Treasurer, Membership and Communications Coordinator, and members running specific projects.
4. Communicate relevant information to Branch members.
5. Ensure members and supporters are thanked for their work.
6. Lead planning for Branch activities, and report appropriately.
7. Oversee management of Branch funds, in liaison with the Treasurer.
8. Communicate effectively with other parts of the New Zealand Red Cross family (outside the Branch) – particularly their Area Council and their service centre coordinator. This includes attending New Zealand Red Cross area events and training.
9. Liaise appropriately with other community Groups so that New Zealand Red Cross work is enhanced.
10. Represent New Zealand Red Cross at community events (including making speeches).
11. Try to ensure a successor is found before their term of office finishes.
12. Abide by and promote the Red Cross' Fundamental Principles, New Zealand Red Cross' Constitution and Handbook (Ensure they have a copy of the Members' Handbook).

#### How much time will it take?

The job will take a minimum of about five hours a week, but could take more at certain times, or if the President wants to be more active.

### **What skills do I need?**

An ideal Branch President will be someone who always:

- Communicates well with a wide range of people
- Listens well so they understand other people's points of view
- Recognises opportunities and problems that a Branch might face
- Works cooperatively with other people
- Delegates responsibilities effectively – allowing others to manage projects and tasks, but also ensuring that the right results are achieved
- Remains calm in emergencies and stressful situations
- Treats other people with respect
- Makes decisions when necessary
- Leads in an empowering way.

### **What qualifications or references do I need?**

Branch Presidents don't need particular qualifications or references. However, they need to be a New Zealand Red Cross member, and experience with New Zealand Red Cross is good preparation for this role. Anyone wishing to stand for election as Branch President must be nominated by another New Zealand Red Cross member.

### **What induction and training will I be given?**

The Area Council and service centre will make sure that new Branch Presidents have the opportunity to understand the role of New Zealand Red Cross in New Zealand and overseas. They will also help them understand their role.

Occasionally training might be organised by the Area Council, service centre or Red Cross House.

### **What ongoing support will I be given?**

The primary support for Branch Presidents is their Area Council, and secondly their Area Support Team. Branch Presidents should be able to easily contact these people by phone or email, and expect a response within 24 hours.

## 2G (2) Branch Secretary

### What is the job that needs to be done?

A Branch Secretary helps the Branch President to administer the Branch so it can fulfil its role. In particular, they:

- Help to create an effective relationship between the Branch committee and other Branch members, Area Council and service centre
- Ensure Branch meetings run smoothly and constructively.

These are the main tasks they need to do.

1. Plan and prepare committee meetings and the AGM, in liaison with the Branch President, and others as appropriate. This includes:
  - a. Setting meeting dates, booking rooms, sending out invitations and any necessary papers before the meeting
  - b. Drawing up agendas with the Branch President
  - c. Reviewing last minutes and following up on action points before the meeting.
2. Take minutes at committee meetings and the AGM, accurately recording decisions and actions.
3. Circulate minutes appropriately and in a timely way.
4. Report to the next committee meeting on progress of actions and the result of decisions.
5. Hold a copy (hard/soft) of all minutes, agendas, key decisions made.
6. Set up/maintain a Branch calendar of events for the year.
7. Deal with correspondence, writing letters/emails as agreed at committee meetings, and summarising correspondence/emails received for the next committee meeting (draft replies for the meeting to consider as appropriate).
8. In agreement with the Branch President assist to send relevant information / communications to Branch members.
9. Keep a current list of committee members.
10. Work with the Branch President, Treasurer, Membership Co-ordinator and other project leads, as required.
11. With the Branch President, report to members and Area Council on time.
12. Try to ensure a successor is found before the term of office finishes.
13. Abide by and promote the Fundamental Principles, New Zealand Red Cross' Constitution and Members' Handbook.
14. If the Branch doesn't have a Membership Co-ordinator,
  - a. Maintain accurate and up-to-date membership records
  - b. If appropriate in their Branch, send membership renewal notices and record subscription/membership fees in liaison with the Treasurer.

### How much time will it take?

The job will take a minimum of about five hours a week, but could take more at certain times of year (for example, before and after the AGM).

### **What skills do I need?**

An ideal Branch Secretary will be someone who:

- Is organised and methodical
- Has an eye for detail
- Has the skills and equipment to record and prepare minutes, invitations and so on
- Can use email
- Has good communication skills
- Works well with a team.

### **What qualifications or references do I need?**

Branch Secretaries don't need particular qualifications or references. However, they need to be a New Zealand Red Cross member, and experience with New Zealand Red Cross is good preparation for this role. Anyone wishing to stand for election as Branch Secretary must be nominated by another New Zealand Red Cross member.

### **What induction and training will I be given?**

The Branch President and outgoing Branch Secretary have primary responsibility for inducting and training new Branch Secretaries. The Service Centre Coordinator will back up this process.

The New Zealand Red Cross Members' Handbook gives guidance on some aspects of this role. Branch Secretaries must read the Members' Handbook carefully.

Occasionally training might be organised by the Area Council, service centre or Red Cross House.

### **What ongoing support will I be given?**

The Branch President will give any necessary ongoing support, backed up by the Service Centre Coordinator.



## **2G (3) Branch Treasurer**

### **What is the job that needs to be done?**

A Branch Treasurer makes sure that their Branch manages its money properly. They work closely with the Branch President and Secretary.

These are the main tasks they need to do:

1. Record all money received and spent by the Branch (or any affiliated Groups) with the appropriate details for tracking purposes.
2. Code money, as required, for specific projects/purposes ensuring this money is only spent for the specified purposes.
3. Bank money received promptly.
4. Ensure effective financial procedures and controls are in place (such as signatories at the bank, delegated authority for purchasing, collection of receipts when goods & services are purchased, and so on).
5. Ensure relevant people are set up accurately to fulfil their financial functions, for example the President as second signatory of expenses.
6. Pay creditors.
7. Collect payments from debtors.
8. Reimburse members promptly for approved Branch-related expenses once tax invoices are submitted.
9. Work with the Branch President to create an annual budget and propose its adoption at the last meeting of the financial year.
10. Monitor and report on the financial health of the Branch – to the Branch, the Area Council and Red Cross House.
11. Help the Branch committee to assess the financial viability of service and fundraising plans.
12. Assist the Branch President to critically review any programmes and activities run by the Branch by inputting a financial perspective, as required.
13. Arrange any necessary financial audits.
14. Try to ensure a successor is found before their term of office finishes.
15. Abide by and promote the Red Cross' Fundamental Principles, New Zealand Red Cross' Constitution and Handbook.

### **How much time will it take?**

The time needed depends on the type of activities that the Branch does. Each Branch should estimate the likely time for their Branch Treasurer.

### **What skills do I need?**

An ideal Branch Treasurer will be someone who:

- Knows how to keep financial accounts
- Is confident with online banking, including drawing down reports
- Is comfortable working with numbers
- Can assess financial viability of an activity
- Knows or is ready to learn how to use the accounting tools used by the Branch
- Knows how to make and monitor a budget
- Knows how to prepare a simple financial report
- Is aware of fundraising methods.
- Keeps effective records (hard and soft copies)
- Sets up and follows standard operating procedures.

### **What qualifications or references do I need?**

Branch Treasurers don't need particular qualifications. However, it would be ideal if they had some sort of accounting training. They need to be a New Zealand Red Cross member. Anyone wishing to stand for election as Branch Treasurer must be nominated by another New Zealand Red Cross member.

Before starting in the role, Branch Treasurers must allow New Zealand Red Cross to request a NZ Police Check on them.

### **What induction and training will I be given?**

The Branch President and outgoing Branch Treasurer have primary responsibility for inducting and training new Branch Treasurers. The Service Centre Coordinator will back up this process.

The New Zealand Red Cross Members' Handbook gives guidance on some aspects of this role. Branch Treasurers must read the Members' Handbook carefully.

Occasionally the Area Council or service centre may provide training.

### **What ongoing support will I be given?**

The Branch President will give any necessary ongoing support, backed up by the Service Centre Coordinator.

## **2G (4) Branch Membership Co-ordinator (recommended role)**

### **Ideal personal attributes of a Branch Membership Co-ordinator**

An ideal Branch Membership Co-ordinator will be someone who always:

- Has knowledge and experience of membership of voluntary and community organisations
- Has read and understands the relevant parts of the Members' Handbook
- Has a drive to talk to people and engage more in participating in Branch activities
- Is organised, plans well and is clear with written documents
- Is able to communicate clearly
- Abides by and promotes the Fundamental Principles.

### **Tasks a Branch Membership Co-ordinator needs to do:**

To make sure that the Branch fulfils its role, a Branch Membership Co-ordinator should:

- Ensure proper records of Branch activities and places where support needed is available
- Provide the Branch Secretary and service centre with up-to-date member records
- Oversee the induction of all new members to New Zealand Red Cross
- Keep Service records, award nominations, skills, and activities conducted up-to-date and current.

### **Doing these tasks means the Membership Co-ordinator will:**

- Regularly report the membership position at Branch meetings using an acceptable report format
- Work with the Branch President on the production of activity requirements, people, skills, time commitments, etc.
- Work with the Branch Executive when new community projects are proposed to ensure these are well supported
- Ensure members are first aid trained appropriately for the tasks they undertake
- Keep an up-to-date record on all members in the Branch (including contact details, skill set, date joined, activities currently participating in, receives appropriate communications).

## 2G (5) Branch Communications Co-ordinator (recommended role)

### Ideal personal attributes of a Branch Communications Coordinator

An ideal Branch Communications Co-ordinator will be someone who always:

- Abides by and promotes the Fundamental Principles
- Has knowledge of how communications work, or is willing to learn
- Has read and understands the relevant parts of the Members' Handbook
- Can clearly communicate, orally, in writing, with photos
- Enjoys working in a team
- Can plan promotions or a willingness to learn
- Can delegate but monitor all tasks
- Understands the National Society communications guidelines.

### Tasks the Branch Communications Coordinator needs to do

Red Cross Branches have a responsibility to tell their communities about New Zealand Red Cross work. If people know about Red Cross, they are more likely to:

- Use our services if they need them (for example, Meals on Wheels, First Aid training)
- Offer to help us by joining us
- Give money to help our work
- The Communications Team at Red Cross House does a lot to promote our work, but they can't do it all. They rely on Branches to do some of their own promotion in their area.

Therefore:

#### 1. Get stories published

They will keep themselves informed about Branch activities (services and fundraising) so they can identify 'stories' that could be told. When they identify a story, they will collect the details and take some photos.

They may send the story to the Communications team at Red Cross House (to be put on the web or into the Red Newsletter), or to their local newspaper.

They may write the story themselves, or they might simply send the details and photos, with a cover email. They should also phone to follow up their email.

#### 2. Plan promotion of fundraising events

In conjunction with the Branch President and Branch committee they will make a promotion plan whenever the Branch is organising a fundraising event. They are likely to do part of the plan themselves, but they should also delegate some of the promotional tasks to other Branch members.

## Appendix 2H Guidance on disclosing potential conflicts of interest

A conflict of interest occurs when a member's interests interfere, or appear to interfere, with the interests of New Zealand Red Cross. It is often hard to know if a conflict really exists or not – if you are in doubt, it is better to disclose it anyway.

By disclosing a potential conflict of interest you show that you are not hiding anything and allow New Zealand Red Cross to decide how to handle the situation.

### Managing conflicts of interest

If New Zealand Red Cross decides you do have an actual conflict of interest, it doesn't mean you can't seek or hold office. New Zealand Red Cross will simply try to manage the situation by asking for your cooperation in some way. For example, if your business wants to sell goods to New Zealand Red Cross, you may be asked not to take part in the negotiations or to enter into any correspondence about a transaction.

If you have a concern about another member's possible conflict of interest, you should first raise this with the member concerned and, ask them to disclose it to the Area Council Chair or the National Board. If they choose not to do so, you may discuss your concerns with their Area Council Chair who will decide how to handle the matter.

### Some examples of potential conflicts of interest are:

- Your business or employer is selling goods or services to New Zealand Red Cross.
- You hold a position in another organisation which could be seen to be acting against the Fundamental Principles.
- Family members or partners of staff hold elected positions.

### How to disclose

- You disclose a potential conflict of interest by writing (email is acceptable) to the Area Council Chair or the National Board, from the moment you become aware of it. Simply explain why you think you may have a conflict of interest and include all your contact details.
- You may be contacted to discuss the matter in more detail.
- The Chair or the National Board will then consider this matter (see Appendix 3G for their procedure) and report back to you within five working days. They will determine if you really do have a conflict of interest, and if so, how the conflict should be managed.

## Policy Statement

The purpose of this policy is to prescribe guidelines in regard to the prevention, detection, investigation and resolution of fraud, corruption and dishonest behaviour.

---

**Coverage** This policy applies to every person employed by, contracted by, a member of, or in a relationship with New Zealand Red Cross.

**Principles** The Guidelines on dealing with Fraud, Corruption and Dishonesty applies to the prevention, detection, investigation and resolution of fraud, corruption and dishonest behaviour. For ease of use, the terms fraud, corruption and dishonesty refer to and are included under the single term 'misconduct' or 'dishonest(y)' in this policy.

This policy provides for the investigation of all allegations and incidents, and where sufficient evidence of dishonesty exists, these allegations will be pursued to their conclusion, including appropriate disciplinary procedures, referral to the police, prosecution and the recovery of assets and/or costs.

Dishonesty is not tolerated. Where a person covered by this policy is found to have acted dishonestly, this will be treated as serious misconduct and appropriate action taken as outlined in the New Zealand Red Cross Code of Conduct and Misconduct and Disciplinary Policies, Employment Agreements, and the Members' Handbook.

**Policy** Our People should act with honesty and integrity at all times. All cases of suspected fraud, corrupt and dishonest conduct are to be reported to the Council Chair or Area Lead Area

When dishonesty is discovered, New Zealand Red Cross will ensure that the discovery is formally assessed and investigated. Proven dishonesty is viewed as serious misconduct and the appropriate disciplinary action will be undertaken. Legal action will be taken against perpetrators of fraud, including referral to external law enforcement agencies (such as NZ Police and/or the Serious Fraud Office (SFO)), where a prima facie case has been established.

All investigations, communications and disciplinary decisions will adhere to the laws of natural justice, New Zealand Red Cross' obligations under the Employment Relations Act, Crimes Act 1961, Protected Disclosures Act, Code of Conduct, relevant HR and Legal policies and processes, Employment Agreements, Contract for Services, due legal process and the Privacy Act.

New Zealand Red Cross will seek to recover lost money or other assets wherever possible and practicable. New Zealand Red Cross will communicate the outcome of investigations and reasons for decisions taken, wherever possible, openly and honestly.

The General Manager Commercial and Shared Services or other managers

---

authorised to investigate and assess allegations or incidents of dishonesty will have access as necessary to all New Zealand Red Cross assets, information repositories and facilities, and may undertake surveillance (in accordance with all legal requirements) to establish the truth or otherwise of allegations made.

If a member is suspected of dishonesty, then the matter will be escalated to the National Vice-President.

Any persons contacted by the media concerning any fraud investigation shall refer the media to the Communications Manager.

Lessons learned will be built into ongoing training, and improvements made to internal assurance controls, processes and systems should an investigation confirm any gaps or weaknesses.

### **Key accountabilities and responsibilities**

The key accountabilities and responsibilities for preventing and responding to dishonesty are as follows:

Our People will:

- Make themselves aware of and comply with this policy
- Report allegations or suspected incidents of dishonesty immediately
- Alert their manager where they believe the opportunity for dishonest behaviour exists because of poor procedures or lack of effective controls
- Provide full assistance in any investigation by providing all relevant information and cooperating in interviews
- If a member is suspected of dishonesty, escalate the matter to the National Vice President

Managers will:

- Ensure all employees understand expected and unacceptable behaviour
- Deal with any dishonesty allegations in accordance with our policies and procedures
- Reinforce integrity behaviour within their team and Branch
- Ensure people are aware of the policies, controls and assurance systems and their particular role and responsibilities
- Be accountable for the investigation and implementing the approved outcome(s) of any dishonesty investigation
- Undertake improvements to remedy weaknesses in internal controls and processes or otherwise mitigate unacceptable risks exposed in the course of an investigation.

Senior Managers/General Managers will:

- Ensure that appropriate policies and guidelines are in place and communicated
- Support the processes and guidelines outlined in this policy
- Ensure investigations into dishonesty are robust, credible and comply with this policy
- Notify the relevant manager or the Secretary General of any suspected or dishonest behaviour identified on a 'no surprises' basis.

### Assessing suspected dishonesty

Suspected dishonesty will be assessed by an assessment team to be determined by the Secretary General and the National President will be notified.

The assessment team will:

- Consider all allegations or suspected incidents of dishonesty to establish if a dishonest practice has occurred
- Direct the conduct of the investigation, monitor progress, and provide a quality assurance and supervisory role for the investigation until it is completed
- Report to the General Manager Commercial and Shared Services on the progress of the investigation and its final recommendations.

### Definitions

The following definitions apply when interpreting this guidance:

**Fraud** – deliberate action(s) intended to gain improper advantage.

Examples of fraud include:

- Falsely altering any application or document or systems
- Forging a document
- Knowingly or intentionally issuing a genuine document improperly.

**Corruption** – dishonest activity in which a person abuses or misuses their position of power, authority or trust in order to achieve some personal gain or advantage for themselves or for another person or entity.

Examples of corruption include:

- Asking for or accepting or offering a gift, bribe or benefit or payment or other favours in return for the provision of New Zealand Red Cross' services (note accepting a gift may be appropriate in some circumstances – Refer Code of Conduct).
- Accepting a secret commission
- Selling customer or other New Zealand Red Cross information.
- Improper accessing, processing or action of any document, application or systems with the desire or intent to deceive or gain personally, or on someone else's behalf for someone else's gain
- Deciding not to take some action, such as to investigate or highlight some corrupt activity, when that inaction improperly benefits them, you, or some other person (e.g. wilfully ignoring an unlawful act because the customer promises you a discount on purchases).



**Dishonesty** – dishonest behaviour, deceit, or acting without authority, including fraud and corruption.

Examples of dishonesty include;

- Theft (including taking cash donations or donated goods);
- Use or misappropriation of New Zealand Red Cross assets (property, systems, equipment, funds, information) for personal gain, or for another person's gain, where you or that person are not entitled to expect such use. (Note: limited use of New Zealand Red Cross assets is allowable in some cases – refer to the Code of Conduct.)

## Appendix 2J Dealing with Misconduct or Grievances

1. This process shall apply where:
  - (a) New Zealand Red Cross receives a complaint about or otherwise becomes aware of alleged misconduct by one or more Members and/or one or more employees ("**Allegations**"); and
  - (b) the Allegations warrant a formal investigation and/or disciplinary process.
2. The Allegations will be referred to the specialist sub-committee ("**Committee**"). The Committee is a standing delegated sub-committee established by the National Board. It includes the Secretary-General.

### *Investigations*

3. The Committee will either undertake an investigation or arrange for an internal investigator to investigate the Allegations and in particular, the Committee or the internal investigator will:
  - (a) provide the person being investigated with details of the Allegations;
  - (b) provide an opportunity for the person to have a support person or representative;
  - (c) provide an opportunity for the person to respond to the Allegations; and
  - (d) consider that response before making any findings of fact.
4. Notwithstanding the above, the Committee may, in appropriate circumstances, appoint an external investigator to investigate the Allegations and make findings of fact. The external investigator will comply with 3(a)-(d) above when undertaking the investigation.

### *Disciplinary process*

5. In the event a disciplinary process is warranted, the Committee will:
  - (a) follow the steps at paragraph 3(a)-(d) (if an external investigation has not already been undertaken);
  - (b) consider the person's response to the Allegations;
  - (c) consider the person's response to any proposed disciplinary outcome and:
    - (i) if the person complained about is an employee, the Secretary General will be the ultimate decision maker regarding any disciplinary outcome, up to and including dismissal; and
    - (ii) if the person complained about is a Member, the Committee members will give their recommendation to the National Board, the ultimate decision makers regarding whether the Member will be expelled, suspended, or excluded from membership of the NZRC.
6. If the person complained about is a Member, the Member shall have a right of appeal to the National Board in respect of the Committee's decision, in accordance with the following procedure:
  - (a) if the Member wishes to appeal the decision, they can approach the National President, in writing, explaining why they seek an appeal; and

- (b) the National Board will then appoint a different committee to follow the above process (including an investigation, if necessary), and that committee will then make a recommendation to the Board for a decision.
- 7. Where a Member is expelled, suspended or excluded, the decision shall be conveyed to the Member's Branch and/or Area Council as appropriate.

## **Appendix 2K Members driving for New Zealand Red Cross**

This document outlines how people can volunteer to drive for New Zealand Red Cross, using either Red Cross vehicles or their own vehicles.

Any member 18 and over, who has a full drivers licence, may offer to be a volunteer driver.

### **How new volunteer drivers can join New Zealand Red Cross**

New volunteer drivers need to:

1. Complete a Membership Enrolment Form, if they are not already a member (see Appendix 2A)
2. Show their drivers licence to a New Zealand Red Cross programme supervisor, who will make a copy. Ideally volunteer drivers will also sign a consent form so their licence can be registered on the NZ Transport Authority system (called TORO). This registration helps New Zealand Red Cross ensure all licences are up to date
3. Be aware of and adhere to the Health, Safety and Wellbeing Standard: Driving for New Zealand Red Cross, and the Driving for New Zealand Red Cross: Requirements for Members
4. Sign the New Zealand Red Cross Safe Driver Agreement Form
5. Complete a request for a background check. This is a normal procedure for many volunteer roles in New Zealand today
6. If using their own car, show a Red Cross programme supervisor their current car registration, warrant of fitness and car insurance.

### **How New Zealand Red Cross manages member drivers**

All drivers are covered by New Zealand Red Cross Insurance policies, provided they do not act in a way that invalidates the policy.

Volunteer drivers should attend a Comprehensive First Aid Course. This is compulsory for drivers of fleet vehicles and strongly encouraged for drivers using their own vehicles.

Drivers may also be entitled to:

- Attend a Defensive Driving course, if deemed necessary,
- Receive training in giving personal assistance to elderly/disabled persons and handling people in wheelchairs.

Volunteer drivers must immediately report all health and safety hazards, accidents and incidents, including near misses, to a manager or coordinator. A written description is given to staff to enter into the electronic system (GOSH).

If a driver reports personal insult or harm from a passenger, their New Zealand Red Cross supervisor will respond immediately, assess the incident, and support appropriately.

If anyone reports defective driving or 'at risk' situations, drivers will be asked not to drive while the incident is investigated. A driving test may be arranged for them (administered by an independent driving instructor).

## **SECTION 3     Area Councils**

- 3.1     Purpose and Role of Area Councils
- 3.2     Definition of Areas
- 3.3     Responsibilities of Area Councils
- 3.4     Membership of Area Councils
- 3.5     Orientation and welcome of Area Council members
- 3.6     Meetings of Area Councils
- 3.7     Relationships with managers and staff
- 3.8     Planning and reporting
- 3.9     Relationships with members
- 3.10    Relationship with the National Board
- 3.11    Representation at National Council
- 3.12    Finance
- 3.13    Dissolution of an Area Council

### Appendices to Section 3

### **3.1 Purpose and Role of Area Councils**

Area Councils provide governance-style leadership in their area to protect and develop New Zealand Red Cross. They lead by supporting all New Zealand Red Cross people with motivation, inspiration, innovation and empowerment. Their responsibilities are explained in section 3.3 below.

### **3.2 Definition of Areas**

The New Zealand Red Cross Constitution gives the National Board the power to define 'areas' (Article 4.3.2 (ii)). The definition may change from time to time according to changes in population, community needs and New Zealand Red Cross capacity.

Areas are shown in a map in Appendix 30.

There are seven Areas.

*The areas are shown in the map in Appendix 30*

### **3.3 Responsibilities of Area Councils**

*Constitution: Articles 1.5.1 (iv) and 6.1.1*

Area Councils have four areas of responsibility, which are described below.

#### **3.3.1 Governance and leadership**

Area Councils work to develop and retain a strong membership base for New Zealand Red Cross in their area, and one which is as representative of their area as possible. They ensure Branches/Groups welcome new members appropriately.

They support Branches, Groups, individual members, and local staff. They help them to assess opportunities and solve problems. They enable all New Zealand Red Cross people in their Area to have their say and contribute their skills and expertise to New Zealand Red Cross' work.

Area Councils strengthen the governance of New Zealand Red Cross by identifying potential candidates for the National Board. They give such people opportunities to increase their knowledge and experience of New Zealand Red Cross.

Area Councils encourage recognition of members and they process proposals for honours and awards in their Area (Appendix 4C). They may also propose members from their Area to the National Board for consideration to be a Counsellor of Honour.

If necessary, Area Councils may support Groups by holding and managing a bank account on their behalf. If they do that, they follow the same rules as a Branch including nominating a Treasurer and nominating bank account signatories. See sections 6.3 and 6.4.

#### **3.3.2 Communication and relationship building**

Area Councils encourage transparency, information sharing and open communication at all levels within their area. They strive for effective relationships between members and staff.

Area Councils work for effective communication between their Area and the National Board, the National Council, and New Zealand Red Cross people around New Zealand. Each Area Council has one National Board member with whom they liaise (their National Board Liaison).

Area Councils enhance the profile of New Zealand Red Cross in their Area by making presentations, liaising with other organisations and representing New Zealand Red Cross at public events and meetings.

#### **3.3.3 Planning and monitoring**

Area Councils work with staff to lead planning of New Zealand Red Cross activities in their area. They aim for effective alignment and coordination between staff-led and member-led activities. The plan is for the financial year (July-June) so Area Councils send the Annual Area Plan to Red Cross House in early May. The details are in Appendix 3C.

Area Councils oversee all activities in their area, by providing support and advice. If new needs are identified in their area, they encourage and facilitate the development of new activities. They must approve any new activities – details are in 3.8 and Appendix 3D.

Area Councils ensure that Health and Safety is well managed in their Area: they should nominate a 'Health, Safety and Wellbeing' officer for their Area and ensure health and safety management plans are made for all activities. Plans include identifying hazards and ways to eliminate, reduce or manage them.

Area Councils resolve conflicts that arise in their area. They may seek guidance on this from their National Board Liaison.

### **3.3.4 Integrity**

Area Councils protect the integrity of New Zealand Red Cross in their area. They ensure that members follow the Fundamental Principles, New Zealand Red Cross Values, the Code of Conduct, and all policies and procedures.

Area Councils respond promptly to complaints by members about misconduct, grievances or conflicts of interest in their area. See Appendices 3G and 3H for guidelines on how to do this. Area Councils should keep an Interests Register.

Area Councils also ensure the emblems of the Movement are not abused in their area.

## **3.4 Membership of Area Councils**

Constitution: Article 6.1.4, 6.1.5 and 6.1.6

An Area Council consists of a minimum of five, and up to a maximum of nine elected New Zealand Red Cross members, plus up to two co-opted persons, or such other number as the National Board decides. Each Area Council must have at least one Youth Area Councillor (unless otherwise approved by the National Board).

Area Council nomination and election procedures are in Appendix 1A. This includes considering whether an election is needed and how to handle casual vacancies.

### **3.4.1 Elected members**

Five to nine members may be elected from nominations received from members. It is possible to alter the number of elected positions from time to time, for example to create three or four elected positions in one year, and then create one or two more elected positions in later years.

This would have the advantage of building in staggered elections for Area Councils so that there would always be a mix of old and new members.

Subject to the below paragraphs, the term of office for elected members is three years. An elected Area Council member wishing to serve a further term must be subject to the same process of nomination and election as a new nominee. Members may serve a maximum of two terms before having a three-year stand-down period. Following the stand-down period, a person may then be elected for no more than two further terms.

The normal terms for elected Area Councillors match the financial year, so members start their term on 1 July and finish 30 June at the end of three years, unless otherwise set out in this Handbook or the Constitution.

During the transition period for the implementation of the New Area boundaries and numbers, Area Chair and Area Councillor terms will be as prescribed by the National Board in accordance with section 3.13.



### **3.4.2 Co-opted members**

An Area Council may choose to co-opt up to two members who have special experience and skills or qualifications. Co-opted members must become members of New Zealand Red Cross and will then have full voting rights. The Area Council determines the term for co-opted members, with a maximum of three years (Constitution 6.1.6).

### **3.4.3 Managing Area Councils**

Every year the Area Council elects a Chair and Deputy Chair from amongst its members. Election is by written ballot. See Appendix 3A Key Tasks of the Chair and their Deputy. Rotation of the Chair is encouraged, though not compulsory.

If any member of an Area Council is absent for two consecutive meetings without prior approval, their seat on the Area Council is declared vacant.

If an Area Council member is elected to the National Board, they resign from the Area Council. The challenge of retaining both positions is too great with the large amount of time needed to do justice to both.

Area Councils may recruit a volunteer Minute Secretary. Or they may ask managers (or their staff) to give them secretarial and administrative support, after consultation and agreement.

## **3.5 Orientation and welcome of Area Council members**

The National Board is responsible for the welcome and orientation of Area Council members, including new members co-opted during a term.

## **3.6 Meetings of Area Councils**

Area Councils meet at least quarterly. Details of meeting procedures are in Appendix 3B Area Council Meeting Procedures.

One half of the members of an Area Council constitutes a quorum. Non-attendees should send apologies to the Chair.

Area Councils should allow any New Zealand Red Cross members to attend meetings. Any member wishing to attend an Area Council meeting should tell the Chair before the meeting. The Chair may grant speaking rights but not voting rights. If an Area Council wants to discuss matters without others present, they may declare a meeting or part of a meeting to be 'in committee', which means others cannot attend.

Members may put items on Area Council agendas. Members should send items in writing to their Area Council Chair.

Managers may attend Area Council meetings and have speaking rights, but do not have voting rights. Occasionally, an Area Council may wish to meet without their manager present.

### 3.6.1 Annual Area Council meeting

Area Councils should hold an annual meeting to present their Annual Report for the Area to their members. This should be held between 1 July and 15 August. This may be combined with a normal Area Council meeting or a second forum.

If an Area Council has a bank account they should present their annual accounts at this meeting. All members in the Area should be invited to this meeting.

### 3.7 Relationships with managers and staff

Area Councils and area staff maintain collaborative relationships. A sound understanding of each other's roles is essential for this. The Chair communicates with the Manager at least monthly – either in person, by email, or by phone.

Any problems in this relationship should be reported by the Area Council Chair to their National Board Liaison, and by managers to the Secretary General.

### 3.8 Planning and reporting

During the year, the Area Council is required to submit plans and reports to the National Board via Red Cross House. Details are in Appendix 3C. This is the timetable:

Due date	What needs to be done	Template
30 April	Annual Area Plan and Budget	Appendix 3N
20 July	Annual Financial Accounts, if the Area Council has a bank account	None
15 August	Annual Report	Appendix 3E
15 December	Interim 6-month Report	Appendix 3F

#### 3.8.1 New activities/services

All New Zealand Red Cross activities/services must be of good quality, safe, efficient, relevant and valuable to both the community and New Zealand Red Cross.

The National Board approves any service or fundraising activity that is new to New Zealand Red Cross. The Area Council approves any activity that is new to the Area.

If a member, Branch, Group or Area wishes to start a new activity, the first step is to speak with their Area Council Chair. The Chair will liaise with the Area Lead and help the Branch/Group assess the new activity and apply for approval from the National Board. The checklist in Appendix 3D needs to be completed.

If the activity is only new to the Area, seems relevant and the Branch/Group is capable of doing it, the Area Council can approve it to be started as soon as is practical.

#### 3.8.2 Discontinuing a service

If a Branch/Group wants to discontinue a service, they must inform the Area Council Chair at least one month before the proposed discontinuation. This means the Area Council will know what is happening and can respond to any enquiries.

### **3.8.3 Fundraising**

Areas/Branches/Groups can start doing fundraising activities that are already being done elsewhere by New Zealand Red Cross straight away.

If an area/Branch/Group wants to do a fundraising activity that is new for New Zealand Red Cross, the Area Council Chair and Area Lead must first ask for advice and guidance from the national fundraising team. This will ensure the proposed activity is in line with New Zealand Red Cross Policy.

See sections 6.10 – 6.15 of this Handbook for guidance on grants, partnerships, and local fundraising.

## **3.9 Relationships with members**

*Constitution: Articles 6.1.2; 6.1.3; 6.1.4*

### **3.9.1 Communication with members**

Area Councils should allocate to its Area Councillors responsibility for liaison with particular Branches/Groups. Each Area Councillor should communicate regularly with 'their' Branches/Groups– they are the liaison person for those Branches/Groups. Regular communication includes as a minimum, talking to the Branch President or Group Coordinator every quarter and attending at least one meeting each year.

Area Councils also ensure they communicate regularly with individual members in their Area (those not in a Branch or Group). This may be by email, mail, telephone tree or meetings.

### **3.9.2 Responding to requests from members, Branches and Groups**

Members, Branches and Groups may seek approval or advice from their Area Council on any matter. Area Councils should respond in a timely and appropriate way. If an Area Council cannot respond, it refers the request to its National Board Liaison.

In particular, Area Councils respond to:

- Disclosure of potential conflicts of interest by members. See Appendix 3G.
- Complaints about misconduct or grievances. See Appendix 3H.
- Applications from Branches who wish to retain more than \$5000 at the end of the financial year. See Appendix 3I.

### **3.9.3 Annual Area Forums**

Area Councils, with Area staff, should organise at least one forum each year in March or April. All members and staff in the area should be invited.

The Annual Forum is a chance to:

- review the year's performance
- celebrate successes
- share ideas and experience
- develop plans and budgets for the coming year
- facilitate coordination between staff, members, Branches and Groups.

In years when an Area Council election is required, candidates may introduce themselves at the annual forum.

Areas may choose to run the same forum in more than one place to make it easy for members to attend.

Notice of the forum should be sent to members and staff at least six weeks before a forum. If members have agenda items, they should send them to the Area Council Chair at least two weeks before the forum.

The Chair may grant speaking rights to staff, but staff do not have voting rights.

Area Councils may organise other forums, training opportunities or social events for members.

### **3.10 Relationship with the National Board**

The National President visits all Area Councils at least once during their term.

Each National Board member takes responsibility for communicating regularly with allocated Area Councils as outlined in Section 5.9 of the Members' Handbook. Area Council Chairs may contact their National Board Liaison for guidance at any time.

A summary of the discussion at National Board meetings is sent to Area Councils within three weeks of the meeting.

Area Councils send agendas, reports and minutes of meetings to their National Board Liaison at the same time as they are sent to Area Councillors.

### **3.11 Representation at National Council**

*Constitution: Articles 3.1.1; 3.4.3; 3.5.4; 3.6.2; 3.8.1 and 3.8.2*

The National President notifies Area Councils the date of the annual National Council meeting. Area Councils notify their members, so they can elect the area representatives in time.

Area Councils elect five representatives to be members of the National Council, one of which must be a Youth Area Councillor. Representatives may be Area Councillors or experienced Branch members, or a combination of both. The election is by written ballot at an Area Council meeting, with the Chair having a casting vote if necessary.

Representatives to National Council hold that position from the Election Notification Date (see Article 3.5.4 of the Constitution) following their Area Council election until the Election Notification Date in the following year. Details about the election process and voting at the National Council are in Articles 3.5, 3.6 and 3.8 of the Constitution.

If a National Councillor resigns during their term of office, the Area Council appoints a substitute and notifies Red Cross House.

Area Councils are encouraged to bring other members from their area to observe the National Council meeting. These observers cover their own expenses.

### **3.12 Finance**

Area Councils may operate a bank account, or they may run their finances through the service centre. If they do have a bank account, the same rules apply as for a Branch: assigned signatories, a treasurer, annual budget and reporting, and the same spending and holding limits.

A budget for the basic operation of Area Councils is allocated by the National Board to cover costs of meetings/forums, elections and communication.

If an Area Council wants to implement projects (beyond its basic operation) these need to be included in a plan and budget for the area.

If Area Councils are dissolved or amalgamated and more than one bank account exists, the new Area Council can operate more than one account until such a time as tagged funds have been used for their stated purpose or an acknowledgement is made of that purpose carrying over to a new Area Council.

### **3.13 Dissolution of an Area Council**

If necessary, the National Board may dissolve an Area Council and direct the Secretary General to call for an election of a new Area Council. If practical, members are consulted before any such action is taken (because the majority of Area Councillors will have been elected by members in the Area).

In between dissolution of a former Area Council and election of a new Area Council, the National Board appoints a Commissioner for New Zealand Red Cross to exercise and perform all the powers, functions, and duties of the Area Council on such terms as are determined by the National Board.

The Commissioner will appoint a Transitional Area Council, which will be recognised by New Zealand Red Cross as part of the national Area Council structure. The Transitional Area Council will exist until the next Area Council election in the cycle.

A member from any Area Council that has been dissolved can only be eligible for nomination or election to another Area Council with the approval of the National Board.

For the purpose of re-defining the boundaries and numbers of Areas of New Zealand Red Cross, notwithstanding the above (or any other clause in the Handbook), the National Board may determine at its sole discretion the process by which Area Councils are dissolved, and any transitional matters therefrom (including the process for establishing a new Area Council that new Area.

## **APPENDICES TO SECTION 3**

3A Key tasks of an Area Council Chair and Deputy Chair

3B Area Council meeting procedures

- 3C Area Council planning and budget
- 3D New activity / service checklist
- 3E Area Council Annual Report to the National Board on achievements
- 3F Area Council Interim Report to the National Board
- 3G Procedure for handling disclosure of potential conflicts of interest
- 3H Assisting Branches with financial management
- 3I Steps to be followed for establishing a New Zealand Red Cross Branch
- 3J Steps to be followed for amalgamation of Branches
- 3K Steps to be followed for closure of a Branch
- 3L Steps to be taken for a New Zealand Red Cross Branch to become a Group
- 3M Branch/Group Annual Plan and Budget Report for the Area Council
- 3N Area Annual Plan to the National Board
- 3O Map of the 7 Areas
- 3P Addresses of service centres in New Zealand

## **Appendix 3A Key tasks of an Area Council Chair**

The key tasks of an Area Council Chair are:

- Provide leadership and guidance to the Area Council and membership
- Provide regular opportunities for each Area Councillor to discuss their performance and ongoing needs (including training)
- Prepare an agenda for Area Council meetings and to chair meetings of the Area Council
- Communicate regularly and effectively with their National Board Liaison
- Maintain a close, effective working relationship with the Area Support Team and key staff
- Ensure that the Area Council fulfils its planning and reporting requirements – see Appendices 3C, 3D, 3E, 3F and 3N
- Work with members, Branches or Groups who wish to start a new activity (see Section 3.8 and Appendix 3D)
- Represent New Zealand Red Cross at meetings or functions of other organisations. Such representation should be made in liaison with relevant Branches or Groups and the Area Lead.
- Be kept informed of all functions in their Area, to which New Zealand Red Cross has been invited
- Ensure that any unresolved concerns between members or staff are dealt with, in conjunction with their National Board Liaison
- Receive and process honours and awards nominations, in conjunction with the Area Support Team.

### **Key tasks of an Area Council Deputy Chair**

- Assist the Chair in their duties
- Stand in for the Chair if they are unable to perform their duties.

## **Appendix 3B Area Council meeting procedures**

### **Meeting schedule**

In July, the start of the financial year, the Area Council should make a schedule of dates for all Area Council meetings in the next 12 months. As part of the meeting preparation, conduct of the meeting should be added and also that depending on circumstances it can be held by video conference or teleconference. They should send the schedule to Area Councillors, the area manager, each Branch and Group in the area, and any members who supply email addresses for this purpose.

### **Meeting preparation**

- Where possible, any member in the Area or Area Councillor with queries should contact the Chair at least two weeks before the meeting so that an item can be put on the agenda if necessary.
- The Area Council Chair makes an agenda, which always includes Health, Safety and Wellbeing
- At least seven days before every Area Council meeting, the Chair sends the agenda and any background papers and reports to Area Councillors, their National Board Liaison and the Area Lead. Confidential papers may only be sent to Area Councillors.
- Apologies for non-attendance should be sent to the Chair as soon as possible before the meeting.
- Each Area Councillor prepares a brief, written update on the Branches/Groups for which they are responsible.
- The Area Lead prepares a brief, written update on operations since the last meeting, and every four months provides a full report on all New Zealand Red Cross activities – including Migration, Retail, Education and Training, Fundraising – in the area.
- Late items may be tabled at the meeting at the Chair's discretion. Such papers are sent to the National Board Liaison as soon as practical.

### **Decisions and voting**

All decisions made by Area Councils should be recorded in their minutes.

The aim is to reach decisions by consensus. But for matters of substance, a formal vote should be taken. This means someone proposes a resolution, someone else seconds it and then Area Councillors vote on it. The Chair has their own vote and also a casting vote if a vote is tied.

Elections should be done by written ballot (not show of hands, or voice).

### **Distribution of Minutes**

Within two working weeks after each Area Council meeting, minutes are distributed to:

- National President
- Counsellors of Honour in their Area
- Area Councillors
- Area Lead
- Branches/Groups
- National Board Liaison



## Appendix 3C Area plan and budget

Area Councils are responsible for developing an Area Plan and Budget. This means coordinating Branch, Group, individual member and staff activity plans and budgets for their Area each year. Their role is one of advising and motivating, not directing and controlling.

### Suggested timeline and process for developing the Area plan and budget

When	What happens
At the Annual Area Forum March or early April	Branches, Groups, members, Area Councils and staff present their ideas for the coming year. This is a chance to share ideas informally, before completing plans.  If a new service is proposed, the Area Council Chair advises and guides appropriately. See Section 3.8
By mid-April	Branches, Groups, members, Area Councils send their completed plans to the Area Council. The Area Council should make its own plan for the year and include that in the overall Area plan.  Staff send their plan to their manager.
Mid-April	Area Councils and HDEMs look together at all plans and budgets. They check for: <ul style="list-style-type: none"> <li>• Alignment with national strategy</li> <li>• Relevance to communities, appropriateness, risk management</li> <li>• Opportunities for co-operation between Branches, Groups and staff</li> <li>• Any possible duplication, or confusion about responsibility.</li> </ul>
Late April	Area Councils negotiate with Branches, Groups or individual members to boost cooperation, eliminate any plan duplication and confusion about responsibility.
Early May	Plans and budgets are sent to Red Cross House for collation into a National Annual Plan and Budget.
June	The National Board approves the individual Area plans and budgets, and consolidated National Annual Plan and Budget.
By 1 July	All Branches, Groups, members, and staff know what services and activities are approved to be delivered in the coming year.
July - August	Area Annual Meeting
July - August	Branch AGMs are held.

**New ideas throughout the year**

If a member has a new idea during the year, they discuss it with the relevant Branch or Group before consulting with the Area Council Chair. The Area Council Chair follows the process in 3.8.1 and 3.8.3.

The Area Council Chair keeps a record of any such new ideas by noting the idea and the response to it (including the date it was suggested and when responses were given).

### Appendix 3D New activity / service checklist

(Also see Section 3.8 of this Handbook)

If your Branch or Group is thinking of starting a new activity/service, please complete this checklist. Write as much as you like.

Send your completed checklist to your Area Council Chair as soon as you can.

<b>Branch/Group name:</b>	<b>Area:</b>
<b>Name of new activity/service:</b>	<b>Date checklist completed:</b>
1. Describe the activity/service you want to start (include the need it will meet and how many people you expect to reach)	
2. How have you researched the need for this service? If so, how?	
3. What has this research told you?	
4. How many members will you need to deliver this service?	
5. How will you recruit members to run this service?	
6. Will the members need training? If so, how will you organise that?	
7. How much will it cost you to set up this service?	
8. How much will it cost you to keep this service running (per month or per year)?	
9. Does your Group or Branch plan to fund this activity or service yourself? If not, how do you propose to fund it?	
10. What risks does this service have? How will you reduce or manage these risks?	
11. When will you start this new service?	
12. How will you measure the effectiveness of this new service?	

13. Has the activity/service been assessed against Strategy 2030 and the decision filters? If not assessed, why not?	
---	--

### Appendix 3E Area Council Annual Report to the National Board on achievements

Send this report by 15 August to EA to Secretary General, Red Cross House and a copy to your Area Lead.

Report for \_\_\_\_\_ Area

30 June \_\_\_\_\_

Area Council Chair signature \_\_\_\_\_

Responsibility	Implementation	Key Performance Indicator	Comment on achievement
1. Movement Obligations	Oversight of adherence to Fundamental Principles and Emblem. Induction. Dissemination.	Examples of promotion and contravention.  No. completed. No. talks etc. given.	
2. Area Plan	Support of Groups, Branches and youth to participate in the annual planning process. Full oversight of Humanitarian Services and Social Enterprise activities in the area.	Successful plan with all activities and projects documented Plan implemented.	
3. Communication and Support	Oversight of communications reaching membership. Open Area Forums. Support of Groups and Branches. Circulation of Minutes (AC, & Br)	Link and all internal communication circulated. No Forums held? No. attendees? Minutes posted on RedNet.	
4. Health, Safety and Wellbeing	Oversight of HSW, including hazard and risk management and any incidents.	HSW on each meeting agenda. Number of HSW actions taken. Risks and mitigations identified.	

<b>Responsibility</b>	<b>Implementation</b>	<b>Key Performance Indicator</b>	<b>Comment on achievement</b>
5. Honours and Awards	Member recognition. Awards.  Annual thanks.	Member effort acknowledged in communications. Database managed and service awards distributed. No attendees at annual thank you function.	
6. Increasing Red Cross footprint in Communities	New initiative evaluation / community scanning. Increased awareness. Annual Open Day.	New assessment / activity in process.  Open Day held.	
7. Relationship Building	Manage complaints, misconduct, grievances.	No. dealt with.	
8. Membership	Nominations to Branches, Area Council and National Board. Membership management (recruitment, induction, retention).		

**Appendix 3F Area Council Interim Report to the National Board**

This report is to be sent by 15 December each year

Report for \_\_\_\_\_ Area

30 June \_\_\_\_\_

Area Council Chair signature \_\_\_\_\_

<b>Responsibility</b>	<b>What's working well</b>	<b>What's not working well</b>	<b>Solution or Improvement</b>	<b>Action for next 6 months</b>
1. Movement Obligations				
2. Area Plan				
3. Communication and Support				
4. Health, Safety and Wellbeing				
5. Honours and Awards				
6. Increasing Red Cross footprint in Communities				
7. Relationship Building				
8. Membership				

Report sent to EA to the Secretary General, Red Cross House for National Board papers and circulation to Board member and Area Lead

## **Appendix 3G Procedure for handling disclosure of potential conflicts of interest**

Members seeking to be elected or appointed to office, or holding office, are asked to disclose any potential or actual conflicts of interest to their Area Council or the National Board (2.9.1 of the Constitution and the Integrity section of the New Zealand Red Cross Code of Conduct).

A conflict of interest occurs when a member's interests interfere, or appear to interfere, with the interests of New Zealand Red Cross. The guidelines in Appendix 2H give some examples.

### **An Area Council needs to decide:**

- If there is an actual or perceived conflict of interest
- How the situation should be managed to protect New Zealand Red Cross and the member concerned.

### **Managing a conflict of interest might include:**

- Ensuring that any commercial deals between members and New Zealand Red Cross are transparent
- Requiring a member to withdraw from conflicting responsibilities.

### **How an Area Council handles a disclosure of potential or actual conflict of interest:**

- The Chair receives the disclosure from a member, considers the potential conflict and forms their opinion about whether it is an actual conflict of interest or not. They may need to talk in more detail with the person who has disclosed the potential conflict
- They may also seek guidance from their National Board Liaison or the Secretary General
- If it is considered to be an actual conflict of interest, the Chair decides how it should be managed
- Within five working days of the disclosure being made the Chair informs the member whether the conflict is considered to be actual or not, and about any action the member needs to take to manage the conflict
- The Chair records the disclosure, their determination and how any actual conflicts are being managed on an Interests Register.

If the National Board receives a disclosure of conflict of interest, they follow the same process and inform the relevant Area Council.



## Appendix 3H Assisting Branches with financial management

Area Councils support Branches in their financial management if needed. Ideally at least one person on each Area Council will have some skills and experience in financial management.

Each Branch elects a Treasurer, and they will have varying levels of skill and experience. Area Councils should informally assess how much induction and support each Treasurer needs and provide it accordingly.

The financial requirements of Branches are outlined in Section 6 of the Members' Handbook, and its appendices.

### **Branches applying to hold from \$5000 and up to \$10,000 from one year to the next**

Branches are expected to support the work of New Zealand Red Cross at home and overseas. New Zealand Red Cross budgets are determined on the assumption that Branches will raise a certain level of funds for this work each year. This fundraising income is deposited into national accounts and helps to fund New Zealand Red Cross programmes.

Branches may retain up to \$5000 in their own account at the end of the financial year. However, if a Branch wants to retain more than \$5000 in their account for a particular purpose they may apply to their Area Council for approval using the form in Appendix 6B. The Area Council may approve up to a limit of \$10,000.

The Area Council should consider this application carefully and respond, giving its decision and the reasons for that decision to the Branch and their National Board Liaison. The Area Council should record such approvals in the Minutes of its next meeting and in its Annual Achievement Report (Appendix 3E).

For projects spanning more than one financial year, following initial approval, the project's progress should be reported on annually and the funding invested against the approved budget.

For requests to hold more than \$10,000 the Area Council will make an appropriate recommendation to the National Board.

## Appendix 31 Steps to establish a New Zealand Red Cross Branch

<b>Step 1</b>	Approach the Area Council seeking formal support for the establishment of a New Zealand Red Cross Branch.
<b>Step 2</b>	Call a public meeting to discuss the possible formation of a Branch. At this meeting a member of the Area Council and the Area Lead should outline: <ul style="list-style-type: none"> <li>• the background and work of the New Zealand Red Cross</li> <li>• the types of membership available</li> <li>• the procedure to be followed if it is decided that a Branch should be established.</li> </ul>
<b>Step 3</b>	Form an interim steering committee at the public meeting. Their role is to arrange a series of meetings and workshops on New Zealand Red Cross, its activities, and the role of a Branch to be conducted over a three-month period.
<b>Step 4</b>	At the end of this three-month period the Area Council makes a formal application to the National Board seeking recognition of the Branch.
<b>Step 5</b>	If approval is given by the National Board, the Area Council calls a Special General Meeting to elect Branch officials.
<b>Step 6</b>	Upon formal recognition as a Branch, work starts towards meeting the Branch criteria set out in this Handbook.

### Appendix 3J Steps to be followed for amalgamation of Branches

<b>Step 1</b>	Presidents of the Branches concerned notify members, by an appropriate means of a Special General Meeting to discuss the formal motion to amalgamate with another Branch. At least six weeks' notice must be given of this meeting and a copy of the notice sent to the Area Council Chair, the National Board Liaison and the Area Lead.
<b>Step 2</b>	A formal vote of the motion to amalgamate with another Branch(es) is put to the meeting of each Branch. The motion is seconded and a formal vote taken. A majority of 75% in the affirmative of those attending is required. The result of the vote is recorded in the Minute Book of each Branch.
<b>Step 3</b>	Following the successful votes at each Branch, a meeting of the combined members of the Branches concerned is held. At this meeting the name of the new Branch is determined and an election of officials held.
<b>Step 4</b>	The Branches involved in the amalgamation then close the accounts of their existing Branches and open a new set of accounts in the name of the new Branch resulting from the amalgamation, using the combined closing balances of their previous accounts.
<b>Step 5</b>	All records of the closed Branches, including Minute Books, Annual Reports, and Financial Statements, must then be forwarded to the service centre within four weeks of the closure of the Branches for retention in the archives. If a Branch wishes to hand over their Minute Books etc to their local historical association, the records must first be forwarded to the service centre for registering along with a written request from the historical association giving an assurance about the safeguarding of the material.
<b>Step 6</b>	The President of the new amalgamated Branch informs the National Board through their Area Council of the amalgamation. The National Board records the amalgamation at their next meeting.

## Appendix 3K Steps to be followed for closure of a Branch

<b>Step 1</b>	The Branch President discusses the situation with the Area Council Chair and the Area Lead who may be able to provide advice or assistance to keep the Branch operational.
<b>Step 2</b>	Each member of the Branch concerned is notified, by an appropriate means, of a Special General Meeting to discuss the formal motion to close the Branch. At least six weeks' notice must be given of this meeting and a copy of the notice is also sent to the Area Council Chair, the Area Lead and the National Board Liaison.
<b>Step 3</b>	A formal vote of the motion to close the Branch is put at the Special General Meeting, the motion seconded and a formal vote taken. A majority of 75% affirmative of those attending is required. The result of this vote is recorded in the Minutes of the meeting and sent to the National Board (who record it at their next meeting).
<b>Step 4</b>	Following a decision to close, the accounts of the Branch must be finalised. A copy of the income and expenditure statement and the final balance of funds must be forwarded to the service centre within four weeks of the formal resolution to close.
<b>Step 5</b>	Within four weeks of the closure of the Branch all records of the Branch including Minute Books, Annual Reports and Financial Statements must be sent to the service centre for retention in the archives. If a Branch wishes to hand over its Minute Books etc to their local historical association, the records must first be forwarded to the service centre for registering along with a written request from the historical association giving assurance of the safeguarding of the material. The National Board will be notified of this request by the service centre.
<b>Step 6</b>	Any equipment held by a Branch on its closure must be returned to the service centre.

### Appendix 3L Steps for a New Zealand Red Cross Branch to become a Group

<b>Step 1</b>	The Branch President discusses the idea with the Branch.
<b>Step 2</b>	The Branch President discusses the situation with the Area Council Chair and the Area Lead who may be able to provide advice or assistance to keep the Branch operational.
<b>Step 3</b>	Each member of the Branch concerned is notified by appropriate means of a Special General Meeting to discuss the formal motion to change the Branch to a Group. At least six weeks' notice must be given of this meeting and a copy of the notice is also sent to the Area Council Chair, the Manager and the National Board Liaison.
<b>Step 4</b>	A formal vote of the motion to change the Branch to a Group is put at this meeting, the motion seconded and a formal vote taken. A majority of 75% in the affirmative of those attending the meeting is required. The result of this vote is recorded in the Minutes.
<b>Step 5</b>	Following a decision to change to a Group, the accounts of the Branch must be finalised. A copy of the income and expenditure statement and the final statement of balance of funds must be sent to the Area Council within four weeks of the formal resolution to close.
<b>Step 6</b>	Within four weeks of the closure of the Branch all records of the Branch including Minute Books, Annual Reports and Financial Statements, must then be sent to the service centre for retention in the archives. If a Branch wishes to hand over its Minute Books etc to their local historical association, the records must first be sent to the service centre for registering along with a written request from the historical association giving assurance of the safeguarding of the material. The National Board will be notified of this request by the service centre via Red Cross House.
<b>Step 7</b>	The Branch President will conduct a review of the current equipment to be used for future activity by the Group. Any equipment which is not required for future activities must be returned to the service centre, following the second meeting of the Group (Step 9 in this process).
<b>Step 8</b>	A coordinator will be elected at the first meeting of the Group, who will liaise with their Area Council.
<b>Step 9</b>	At the next meeting the Group discusses future activities it might do. The Group may wish to continue some of its former activities.

### Appendix 3M Branch/Group Annual Plan and Budget for the Area Council

Name of Branch/Group		Area	
Year (1 July- 30 June)		Plan prepared by	

#### Services you deliver to help other people

Services planned For example, Meals on Wheels, Community Transport, Blood Service Support	Forecast Costs	Forecast Income	Forecast Net Costs	Volunteer hours (approx.)	Date(s)
<b>Total</b>					

#### Activities or services within your Branch /Group

Activities planned For example, presentations, celebrations, training, member recognition	Forecast Costs	Forecast Income	Forecast Net Costs	Volunteer hours (approx.)	Date(s)
<b>Total</b>					

#### Local Fundraising (exclude nationally co-ordinated, such as the Annual Appeal)

Local fundraising planned For example, Raffles, Rose Day, Knitting stalls	Forecast Costs	Forecast Gross Income	Forecast Net Income	Volunteer hours (approx)	Date(s)
<b>Total</b>					

Note: Net income from local fundraising should be greater than net costs of delivering services and activities.

**What other New Zealand Red Cross programmes/projects will your Branch support?**

Project/Programme	Is it in “You can make a Difference”?	Approx. funds you plan to give	Materials	Volunteer hours (approx.)	When will you be supporting this project?
<b>Total</b>					

**Building Management**

If you manage a Branch building for New Zealand Red Cross, please complete:

Name of building	Maintenance required	Proposed spend	Source of funds *	Month to be completed

(\*Examples of sources of funds could be your Branch current account, Foundation held Branch funds, request to Red Cross House for support.)

**Optional Questions to consider when planning:**

1. What will you include in the plan to tell our stories and ensure as many people as possible know who we are, what we care about, and what we do?
2. What will you do to support people in your communities to be better prepared for a disaster?
3. How could you encourage young people to be involved in humanitarian activities?
4. How could you promote Red Cross shops and First Aid training?
5. Have you increased the diversity of your membership?

**Appendix 3N Area Annual Plan to the National Board**

This is just a sample. Please use the excel spreadsheet that is available from your service centre, which has more space to enter data.

Area Plan July 20\_\_ - June 20\_\_: Area: \_\_\_\_\_

					FINANCIAL (expected)			TIMING			
Branch or Area Council Activity	Activity	Description of Activity	Who is leading	Decision Filter Score	Income	Expense	Net	July-Sept	Oct-Dec	Jan-Mar	April-June
<b>INCOME GENERATION (Our Enablers)</b>							0				
							0				
							0				
							0				
							0				
							0				
				Total	0	0	0				
<b>MEMBER ENGAGEMENT (Our Enablers)</b>							0				
							0				
							0				
							0				
							0				
							0				
				Total	0	0	0				
<b>DISASTER RISK MANAGEMENT (Our Services)</b>							0				





							0				
							0				
							0				
							0				
							0				
							0				
					Total	0	0	0			
OTHER											
								0			
								0			
								0			
								0			
								0			
								0			
					Total	0	0	0			
Overall total						0	0	0			

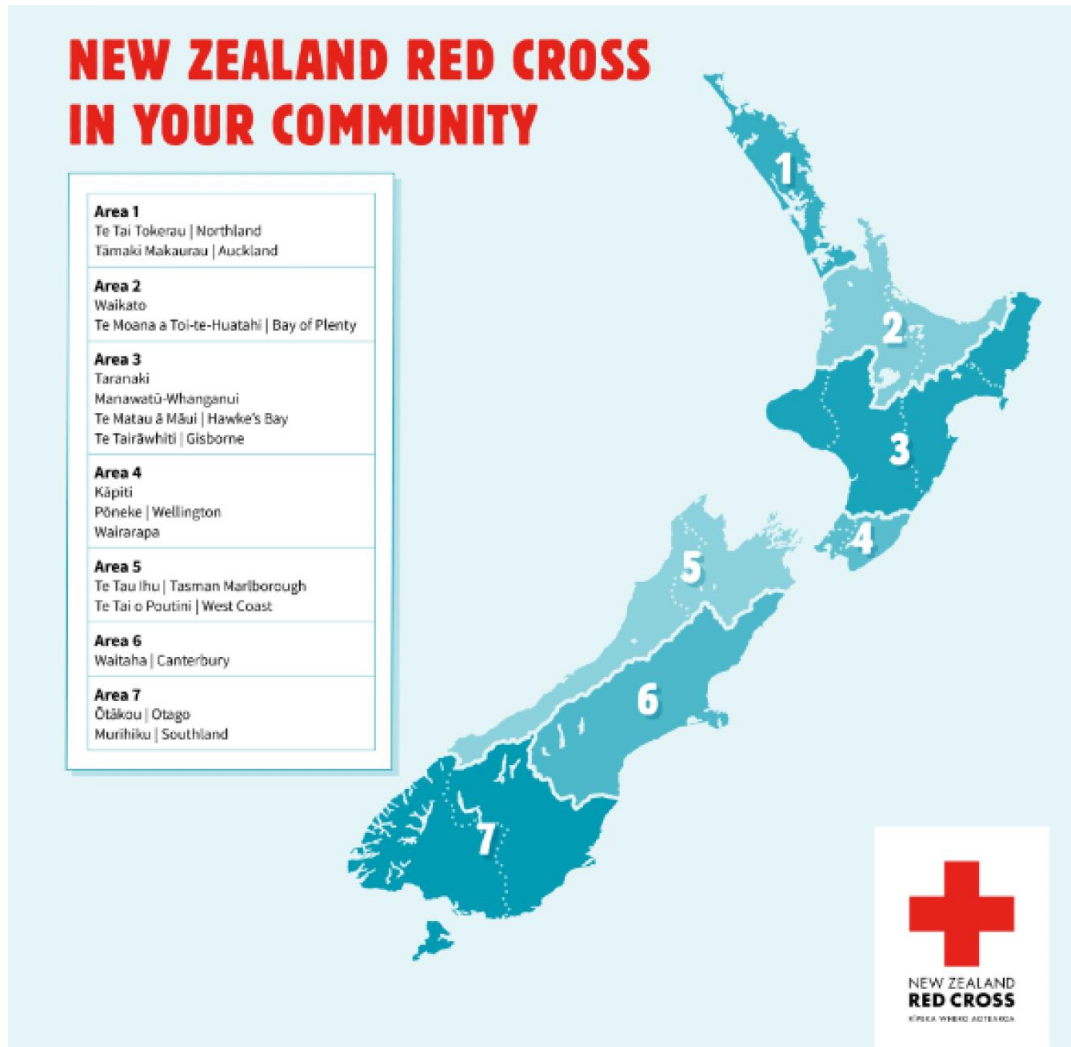
Sign off:

**Area Council Chair**

**Area Lead**

Date sent to Red Cross House:    /    /            (send to [National@redcross.org.nz](mailto:National@redcross.org.nz) by 30 April 20\_\_)

Appendix 30 Map of the 7 Areas



## Appendix 3P Addresses of service centres in New Zealand

### 4.1 Service Centre details

#### North Island

Location	Postal Details	Telephone
14 Butler Road Kerikeri 0230	<b>Kerikeri Service Centre</b> PO Box 1298 Whangarei 0140  <b>Hours open: variable</b>	09 407 4168 (Ph) <a href="mailto:farnorth@redcross.org.nz">farnorth@redcross.org.nz</a>
46 John Street Whangarei 0110	<b>Whangarei Service Centre</b> PO Box 1298 Whangarei 0140  <b>Hours open: 8.00am - 5.00pm</b>	09 438 3120 (Ph) <a href="mailto:whangarei@redcross.org.nz">whangarei@redcross.org.nz</a>
33 Lambie Drive Manukau Auckland 2104	<b>Auckland Service Centre</b> PO Box 97 144 Manukau 2241  <b>Hours open: 8.30am - 5.00pm</b>	09 262 0942 (Ph) 09 262 0976 (Fax) <a href="mailto:aucklandsouth@redcross.org.nz">aucklandsouth@redcross.org.nz</a>
422 Te Rapa Road Hamilton 3200	<b>Waikato Service Centre</b> PO Box 9014 Waikato Mail Centre Hamilton 3240  <b>Hours open: 8.30am - 5.00pm</b>	07 849 0285 (Ph) <a href="mailto:waikato@redcross.org.nz">waikato@redcross.org.nz</a>
245 Chadwick Road Greerton Tauranga 3112	<b>Western Bay Service Centre</b> PO Box 3064 Tauranga 3142  <b>Hours open: 8.30am - 5.00pm</b>	07 578 6987 (Ph) 07 578 0952 (Fax) <a href="mailto:westernbay@redcross.org.nz">westernbay@redcross.org.nz</a>
Cnr Rangiuru Street & Lake Road Rotorua 3010	<b>Rotorua Service Centre</b> PO Box 69 Rotorua 3040  <b>Hours open: 8.00am - 4.30pm</b>	07 348 3738 (Ph) <a href="mailto:rotorua@redcross.org.nz">rotorua@redcross.org.nz</a>
336 Palmerston Road Gisborne 4010	<b>Gisborne Service Centre</b> PO Box 665 Gisborne 4040  <b>Hours open: 8.30am - 5.00pm</b>	06 867 6616 (Ph) <a href="mailto:gisborne@redcross.org.nz">gisborne@redcross.org.nz</a>

North Island Cont'd

Location	Postal Details	Telephone
245 Main Street Palmerston North 4410	<b>Palmerston North Service Centre</b> PO Box 661 Palmerston North 4440  <b>Hours open: 8.30am - 5.00pm</b>	06 356 8152 (Ph) 06 357 5092 (Fax) <a href="mailto:Manawatu@redcross.org.nz">Manawatu@redcross.org.nz</a>
116 Gill Street New Plymouth 4310	<b>Taranaki Service Centre</b> PO Box 1002 New Plymouth 4310  <b>Hours open: 8.30am - 5.00pm</b>	06 759 4697 (Ph) <a href="mailto:newplymouth@redcross.org.nz">newplymouth@redcross.org.nz</a>
823 Heretaunga Street West Hastings 4120	<b>Hastings Service Centre</b> 823 Heretaunga Street West Hastings 4120  <b>Hours open: 8.30am - 5.00pm</b>	06 878 8438 (Ph) 06 878 6145 (Fax) <a href="mailto:hastings@redcross.org.nz">hastings@redcross.org.nz</a>
35 Cadbury Road Onekawa Napier 4110	<b>Napier Service Centre</b> 35 Cadbury Road Onekawa Napier 4110  <b>Hours open: 8.30am - 3.00pm</b>	06 843 0041 (Ph) <a href="mailto:napier@redcross.org.nz">napier@redcross.org.nz</a>
Level 2, 39 Webb Street Te Aro Wellington 6011	<b>Wellington Service Centre</b> PO Box 12-140 Wellington  <b>Hours open: 8.30am - 5.00pm</b>	04 805 0304 (Ph) <a href="mailto:wellington@redcross.org.nz">wellington@redcross.org.nz</a>
30 Church St Masterton 5810	<b>Wairarapa Service Centre</b> PO Box 218 Masterton 5840  <b>Hours open: 9.00am - 3.00pm</b>	027 280 7619 (Ph) 027 218 5975 (Ph) <a href="mailto:wairarapa@redcross.org.nz">wairarapa@redcross.org.nz</a>

## South Island

Location	Postal Details	Telephone
33 Redwood Street Blenheim 7011	<b>Blenheim Service Centre</b> 33 Redwood Street Blenheim 7201  <b>Hours open: 8.30am - 4.30pm</b>	03 578 6134 (Ph) <a href="mailto:blenheim@redcross.org.nz">blenheim@redcross.org.nz</a>
59 Parkers Road Tahunanui Nelson 7011	<b>Nelson Service Centre</b> 59 Parkers Road Tahunanui Nelson 7011  <b>Hours open: 8.30am - 4.30pm</b>	03 546 5012 (Ph) <a href="mailto:nelson@redcross.org.nz">nelson@redcross.org.nz</a>
85 Picton Avenue, Riccarton, Christchurch 8011	<b>Canterbury North Service Centre</b> PO Box 217 Christchurch Mail Centre Christchurch 8140  <b>Hours open: 8.00am - 5.00pm</b>	0800 733 27677 (Ph) <a href="mailto:christchurch@redcross.org.nz">christchurch@redcross.org.nz</a>
18 Bank Street Timaru 7910	<b>Canterbury Mid-South Service Centre</b> 18 Bank Street PO Box 639 Timaru 7940  <b>Hours open: 8.30am - 3.30pm</b>	03 688 6961 (Ph) <a href="mailto:timaru@redcross.org.nz">timaru@redcross.org.nz</a>
100 Tainui Street Greymouth 7805	<b>West Coast Service Centre</b> 100 Tainui Street Greymouth 7805  <b>Hours open: Variable</b>	03 768 5945 (Ph) <a href="mailto:westcoast@redcross.org.nz">westcoast@redcross.org.nz</a>
31 York Place Dunedin 9016	<b>Dunedin Service Centre</b> PO Box 5210 Moray Place Dunedin 9058  <b>Hours open: 8.30am - 5.00pm</b>	03 477 1527 (Ph) 03 477 1529(Fax) <a href="mailto:southern@redcross.org.nz">southern@redcross.org.nz</a>
120A Leet Street Invercargill 9810	<b>Invercargill Service Centre</b> PO Box 150 Invercargill 9840  <b>Hours open: 8.30am - 5.00pm</b>	03 218 4339 (Ph) 03 218 7595 (Fax) <a href="mailto:invercargill@redcross.org.nz">invercargill@redcross.org.nz</a>

## **SECTION 4      National Council**

- 4.1      Role of the National Council
- 4.2      Composition of the National Council
- 4.3      Meetings of the National Council
- 4.4      Counsellors of Honour
- 4.5      Awards and National Honours

Appendices to Section 4

#### **4.1 Role of the National Council**

*Constitution: Articles 2.4.1, 2.5.1, 2.6.3, 3.2.1 and 4.4.1.*

The National Council meets annually, which includes the Annual General Meeting. It may also meet during the year if a Special General Meeting is required.

The National Council exercises the powers set out in the Constitution. It also:

- Reviews past actions
- Discusses and develops future directions
- Receives reports from the National President (on behalf of the National Board), the Foundation, the Graeme Whyte Fund, and the Secretary General
- Gives policy direction to the National Board
- Considers remits (see Appendix 4A)
- Adopts the Strategic Plan of New Zealand Red Cross
- Establishes National Honours and Awards and develops their criteria.
- Presents National Honours and Awards
- Appoints Counsellors of Honour.

#### **4.2 Composition of the National Council**

In Chapter 3 of the Constitution there's detail on the National Council, including composition, powers, elections, terms of office and casual vacancies.

The composition (membership) of National Council consists of:

- The Patron (speaking rights only)
- The National President and all members of the National Board
- Five members (or alternative) of each Area Council
- National Youth Representative
- Attending Counsellors of Honour
- New Zealand Government representative (speaking rights only).

All the above, apart from the Government representative and Patron have both speaking and voting rights. These delegates remain as members of National Council from the date they were first elected until the date that the delegates are elected for the next National Council. Usually this will be for 12 months. This enables any urgent decisions required to be made.

As well as the members of National Council listed above, other attendees may include:

- Nominees for national elections (travel and accommodation expenses not covered)
- Any member as an observer (travel and accommodation costs not covered)
- The Secretary General or delegate
- Staff to provide support
- Other individuals who may be invited as speakers, facilitators, or as guests of New Zealand Red Cross.

The attendees above may have speaking rights with the consent of the National President or Acting National President. They do not have voting rights.



### **4.3 Meetings of the National Council**

The Constitution in 3.3, 3.6 and 3.8 gives details about National Council meetings, procedures and voting.

The National Board sets the date of the National Council meeting and informs the membership.

Appendix 4A explains how members can bring remits to the National Council and Appendix 4B outlines the conduct of National Council meetings (otherwise known as 'Standing Orders').

Draft minutes of National Council meetings are confirmed at the next National Board meeting and then circulated to delegates.

### **4.4 Counsellors of Honour**

Counsellors of Honour are appointed by the National Council in recognition of their outstanding service to New Zealand Red Cross (Constitution: Article 2.4.6).

Their terms of appointment include Honorary Life Membership and also include the right to:

- Attend any National Council meeting
- Vote at any National Council meeting that they attend
- Receive a summary of the discussion at National Board meetings.

### **4.5 Awards and National Honours**

The National Council has instituted a number of Honours and Awards.

Full details of criteria and nomination procedures for all Honours and Awards are in Appendix 4C.

## APPENDICES TO SECTION 4

- 4A Remits to the National Council
- 4B Conduct of National Council meetings (or Standing Orders)
- 4C Honours and Awards
- Summary of Honours and Awards
  - Criteria of Awards
  - Application Details
  - Nomination Process
  - Recording of Honours
  - Presentation of Honours
- National Awards
- New Zealand Red Cross Service Award
  - Counsellor of Honour
  - New Zealand Red Cross Medal of Honour
  - New Zealand Red Cross Distinguished Service Award
  - New Zealand Red Cross International Service Award
  - New Zealand Red Cross Meritorious Service Award
  - New Zealand Red Cross Honorary Life Member
  - New Zealand Red Cross Certificate of Commendation
  - New Zealand Red Cross Certificate of Appreciation
  - National Society Achievement Award
  - Jennifer Clark Memorial Scholarship
- International Awards
- Henri Dunant Medal
  - Florence Nightingale Medal
  - Henry Davison Award
  - The Red Cross and Red Crescent Prize for Peace and Humanity
  - Volunteer Development Award
- New Zealand Royal Honours
- 4D Nomination Form for New Zealand Red Cross Honours and Awards
- 4E Application Form for the Jennifer Clark Memorial Scholarship
- 4F Wearing of the medal or badge of a New Zealand Red Cross Award

## Appendix 4A Remits to the National Council

<b>Criteria</b>	<p>Remits are matters of policy requiring discussion and are submitted as motions for decision by the National Council. They should be substantial matters that are not easily decided by an Area Council or the National Board.</p> <p>Remits must be presented in writing and contain enough background information to enable full consideration of the matter.</p>
<b>Who may submit remits</b>	<p>Any member may suggest a remit. Suggestions are first sent to the Area Council for consideration. The Area Council decides whether to submit the remit to the National Board. Remits must be received by Red Cross House by 1 September.</p>
<b>Deadline for receipt by the National Board</b>	<p>The National Board considers remits for the National Council at their September meeting. If the remit meets the criteria above, National Board will approve its inclusion in the agenda for the next National Council meeting.</p> <p>If the criteria are not met, the National Board returns the remit to the author(s), explaining why it was not accepted.</p>
<b>Circulation prior to the National Council meeting</b>	<p>Remits and background information are circulated to all National Council delegates, Counsellors of Honour and Area Councils at least four weeks before the meeting of the National Council.</p>

*(See Article 3.8 of the Constitution for rules on voting.)*

## **Appendix 4B Conduct of National Council meetings (or Standing Orders)**

At the beginning of every National Council meeting, Standing Orders are recommended for adoption. The following are the normal Standing Orders. However, they can be amended as appropriate:

### **Speaking rights**

- A maximum of five minutes is allowed for the proposer when introducing a topic
- The seconder is allowed a maximum of two minutes
- Any speaker in each debate is allowed a maximum of two minutes, with one intervention in the course of the debate
- The proposer has the right of reply with a maximum of two minutes
- The National President has discretion to extend the time if there is no objection from the floor
- Speaking rights are limited to National Council members
- Any other person may speak with the consent of the National President or the Acting National President
- A timekeeper may be appointed to make speakers aware of their time limits.

### **Notice of motions**

- Motions from the floor and any amendments to motions must be in writing.

### **Appointment of Scrutineers**

- Two scrutineers to count votes will be nominated by the Chair and approved by the National Council.

### **Voting**

- In the case of an election, the Chair will direct that voting will be by written ballot. Delegates will be given a voting form by the Secretary General on production of their 'voting card'. ('Voting cards' will be issued at registration.)
- All other voting on motions of the National Council will be by a show of hands, unless a written ballot is called for by the Chair, or at least five members of the National Council.
- Proxy voting cards will be issued to any person listed on a proxy form (the form is in the Constitution 3.6.2). Any individual may vote using more than one card if they are holding proxy votes.

## Appendix 4C Honours and Awards

Voluntary service is one of the Fundamental Principles of the Movement, and it is most important that we appreciate and acknowledge the work of members. The presentation of an award is one way of thanking those who give time and effort to the Movement, and of acknowledging the value of this commitment.

All members of New Zealand Red Cross, staff and supporters (individuals, Groups and businesses) are eligible for nomination if they meet the criteria specified for each award.

Whenever possible, New Zealand Red Cross awards should be given while the recipient is still contributing to the Movement. Where recipients have retired from New Zealand Red Cross activities, their award should be made within six months of their retirement.

### Summary of Honours and Awards

Service Awards are given every five years. Members must be active during every year that the award recognises. Certificates are given for 5, 15, 25, 35 years. Badges are given for 10, 20, 30, 40 years. The service centre processes these awards throughout the year.

Branches, Groups and Area Councils can nominate. Send nominations for awards to the service centre by 1 July every year. Most national awards are conferred by the National Board.

### International Awards

Award	Who & why	When
Henri Dunant Medal	Individuals for acts of great devotion	Less than 5 every 2 years
Florence Nightingale Medal	Nurses or nurse aides who are active members of a National Society or affiliated medical or nursing institution	Less than 50 every 2 years
Henry Davison Award	Individuals or National Societies for outstanding service to International Federation of Red Cross (IFRC)	Less than 5 every 2 years
The Red Cross and Red Crescent Prize for Peace and Humanity	Individuals or National Societies for PEACE	Maximum of 2 every 4 years
Volunteer Development Award	National Societies for promoting volunteering	3 every 2 years

## National Awards

Award	Who can be nominated?	Why is it awarded?	What is awarded?
Counsellor of Honour Maximum of 20 at any time.	Members or staff	Outstanding service for minimum of 10 years	Badge & certificate Life membership Voting rights at National Council
New Zealand Red Cross Medal of Honour	Members only	Outstanding society-changing achievement	Bronze medallion, badge & certificate
New Zealand Red Cross Distinguished Service Award	Members or staff	Exceptional service as a driving force to strengthen New Zealand Red Cross	Badge & certificate
New Zealand Red Cross International Service Award	Members or staff	Achievement doing International work	Badge & certificate
New Zealand Red Cross Meritorious Service Award	Members or staff	A significant, sustained contribution	Badge & certificate
New Zealand Red Cross Honorary Life Member	Members or staff	Contributed in an exceptional way for more than 10 years, or made a significant contribution	Badge & certificate
New Zealand Red Cross Certificate of Commendation Area Council can confer	Members or staff	Contributed in an exceptional way for at least 5 years, or made a significant contribution	Certificate
New Zealand Red Cross Certificate of Appreciation Area Council can confer	Members or staff	Noteworthy achievement	Certificate
National Society Achievement Award	Pacific Island National Societies	Outstanding achievement	Up to NZ \$5,000
Jennifer Clark Memorial Scholarship	18-30 yr old members (youth)	To use for a course that promotes leadership or corporate governance	Up to \$2,000

### **Criteria for awards**

All New Zealand Red Cross awards must be well earned and should not be given for passive involvement. To ensure that New Zealand Red Cross awards retain their status, all nominees must meet certain identifiable criteria before they can be considered for any award. This section outlines the procedures to be followed from nomination, through approval(s) to presentation of awards.

### **Application and notification of awards**

If a previous award has been given (except for length of Service awards), the new application should deal only with service and achievements since the previous award.

Managers will help find additional information where knowledge of a nominee's service is limited due to service with another Branch, Group, area or National Society.

The majority of awards are approved by the Area Council or the National Board. This may take up to three months for the application to be processed. However, service awards and local certificates of appreciation are sent to Area Councils six weeks before proposed presentation. Consultation with the Area Council may be necessary for a presentation ceremony.

The outcome of any nomination for a New Zealand Red Cross award is notified confidentially to the Area Council Chair, who then advises the proposer. If the award has been successful, the prospective recipient is usually advised by the proposer, but in certain circumstances the Area Council or the National Board may reserve the right to formally announce details of an award directly to the recipient.

The outcome of any nomination for international awards is managed by the National President, sometimes in collaboration with the Secretary General, on behalf of the National Board.

### **Nomination process**

The process for proposing awards is as follows:

- Fill out a nomination form which is Appendix 4D. Additional forms are available from service centres or Red Cross House.
- Provide full and accurate information.
- Treat all applications as confidential at all times.
- Send nominations for all national awards (except service awards and area certificates of appreciation) to your Area Council by 1 July each year. Nominations for service awards and Area certificates of appreciation may be sent throughout the year.
- In addition to the Nomination Form, please add a draft citation for the nominee, of up to 300 words.

To assist in the drafting of the citation, the nominator may wish to follow this template:

#### **First paragraph - Introduce the person:**

- How long have they been involved in New Zealand Red Cross?
- What positions have they held?
- What sets them apart from other members?

**Second paragraph - Address the criteria:**

- What have they done? Give evidence of their achievements throughout their service with New Zealand Red Cross
- Why is their service exceptional? Give evidence that they have made a major contribution to New Zealand Red Cross, maybe through their devotion to Red Cross Principles, selfless humanitarian service to others, exceptional leadership or dedication to the Red Cross task.

**Third paragraph** – reiterate that this person is worthy of the award.

**Send your nominations to your Area Council Chair**

Send all nominations to your Area Council Chair, C/- the service centre, and marked confidential. Area Councils approve nominations for the New Zealand Red Cross Certificate of Appreciation, Certificate of Commendation, and Service Awards.

If the Area Council decides that the nominee is worthy of a higher award, it will submit the nomination to the Honours and Awards Committee of the National Board.

Area Councils endorse all other awards before sending them to the National Board's Honours and Awards Committee.

National Board members may also make nominations and send them directly to their Honours and Awards Committee.

**Recording of awards**

Area Councils and Red Cross House should hold copies of all award applications and awards issued.

**Presentation of awards**

National Awards are traditionally presented at the Honours and Awards ceremony at the National Council meeting. Recipients of such awards are encouraged to attend, but if that is not possible, a family member, a friend or New Zealand Red Cross official may collect the award and present it to the recipient later. Service awards up to 35 years of service and area certificates of appreciation may be presented at the Annual Area Forum, Branch AGM or at another suitable occasion.

Service Awards are presented at a suitable occasion determined by the Branch, Group or Area. For lengthy service, Branches and Groups consult with the Area Council to determine a suitable time or occasion to present the award.

Forty-year Service Awards and longer are acknowledged by the National Board.

Awards to non-New Zealand Red Cross individuals, Groups or businesses may be presented at any time during the year, at a suitable ceremony.



## New Zealand Red Cross Honours

### 1. New Zealand Red Cross Service Award

(Certificate, or Certificate and Badge)

#### Eligibility for the award

These awards recognise the contribution given to New Zealand Red Cross by members and staff over a period of time. Membership of New Zealand Red Cross is recorded on a membership register.

#### Authority

Branch or Group	Confirm to the Area Council
Area Council	Confirm awards for years of service and contribution
National Board	Recognise awards from 40 years of service and contribution

#### Guidelines for nomination

- Based on years of service with New Zealand Red Cross calculated from the date the service began
- Service may be at a Branch, Group, Area or National level
- Members or staff must contribute during each year that the award recognises.

#### Award milestones

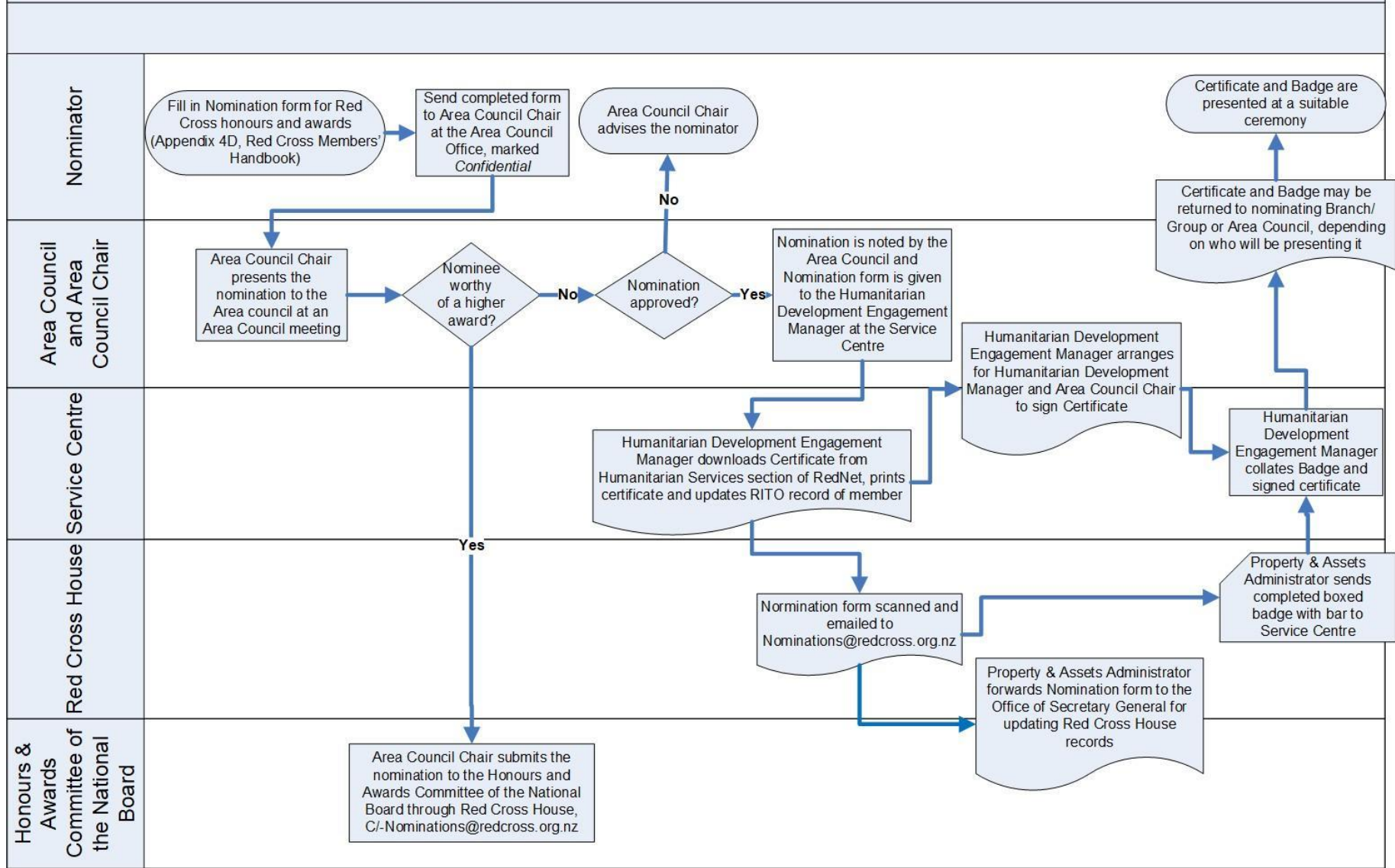
- A certificate is presented on the completion of five years of contribution, and each following decade (i.e., 15, 25, 35 years)
- A certificate and badge is presented on completion of each decade of contribution from 10 years.

#### Nomination procedure

- Applications for Service Awards must be completed and sent to the Area Council Chair and service centre throughout the year as the length of service is completed.
- The service centre processes applications as they are received.
  - For Service Awards 40 years and over, the service centre notifies Red Cross House, which processes the award and puts it into National Board records.

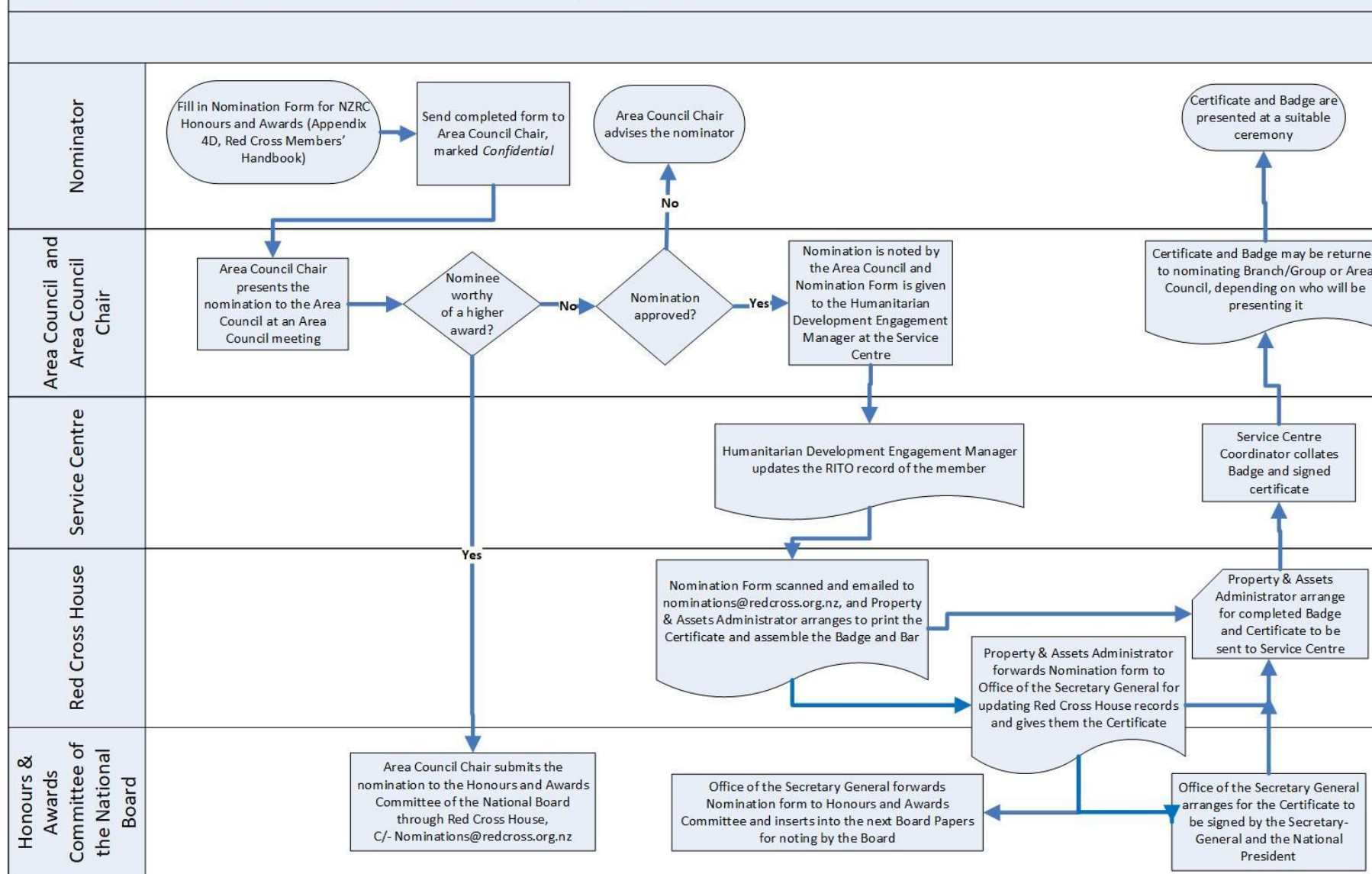


## Nominations Process for Red Cross Service Awards up to 30 years





## Nominations Process for Red Cross Service Awards 40 years and over



## 2. New Zealand Red Cross Counsellor of Honour

(Badge and Certificate)

### Eligibility for the award

This is the highest honour awarded by New Zealand Red Cross. It recognises achievement and merit of the highest degree of service by a member or staff of New Zealand Red Cross.

The National Council will only appoint a member as a Counsellor of Honour on the recommendation of the National Board. The National Board must be unanimous in their recommendation.

The number of Counsellors of Honour will not exceed 20 at any one time.

Note: All Counsellors of Honour become Honorary Life Members of New Zealand Red Cross and have voting rights at National Council meetings when attending.

### Authority

Branch or Group	May nominate to National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- Only New Zealand Red Cross service may be considered for this award
- Outstanding or exceptional service to New Zealand Red Cross at a Branch, Group, Area, national, or international level for a minimum of 10 years
- Dedication to the Fundamental Principles, selfless humanitarian service to others, exceptional leadership and dedication to the work of New Zealand Red Cross are characteristic of those eligible for this award
- It is expected these awardees will continue to bring leadership, experience, knowledge, wisdom and sound counsel to the New Zealand Red Cross while continuing to be an active member and a mentor for members.

### Nomination procedure

- A nomination form must be completed and sent to the service centre no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will forward endorsed nominations to the Honours and Awards Committee no later than 20 August in any year.

### 3. New Zealand Red Cross Medal of Honour

(Bronze Medallion, Badge and Certificate)

#### Eligibility for the award

This prestigious award recognises outstanding, society-changing achievement and service by a member of New Zealand Red Cross.

#### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

#### Guidelines for nomination

- Only New Zealand Red Cross service may be considered for this award
- Outstanding or exceptional service to New Zealand Red Cross at a Branch, Group, Area or National level
- Dedication to the Fundamental Principles, selfless humanitarian service to others, exceptional leadership and dedication to the work of New Zealand Red Cross
- Exceptional and committed service that has strengthened New Zealand Red Cross in multiple dimensions, each noteworthy of individual recognition
- This list is examples only. There may be other reasons for nomination.

#### Nomination procedure

- Nomination form must be completed and forwarded to the Area Council Chair no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will forward nominations to the Honours and Awards Committee no later than 20 August in any year.

## 4. New Zealand Red Cross Distinguished Service Award

(Badge and Certificate)

### Eligibility for the award

This award recognises distinguished service by a member, staff member or, in special circumstances, a non-New Zealand Red Cross person. Only New Zealand Red Cross service may be considered for this award.

### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- Exceptional service at a Branch, Group, area or national level where leadership and innovation have furthered the mission of New Zealand Red Cross or in an activity or project that has provided direct benefits for the work of New Zealand Red Cross
- Distinguished service in diverse roles worthy of individual recognition
- Consistently demonstrated leadership and commitment to the Fundamental Principles.

### Nominees may include:

People who have given exceptional service, perhaps as a 'driving force' to strengthen New Zealand Red Cross at any level or, who may have held office with distinction in an area, or held high national office and demonstrated outstanding leadership and commitment to the mission of the New Zealand Red Cross.

People who have given exceptional service, such as lifting the results of a fundraising campaign, introducing and guiding improvements to a community service programme, leading a project committee or providing specialist advice and guidance to the organisation. These accomplishments should also have continued the development of the organisation.

For those who are not members of New Zealand Red Cross, what special circumstances qualify them for the award?

Note: This list is examples only. There may be other reasons for nomination.

### Nomination procedure

- Nomination form must be completed and sent to the Area Council Chair no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will forward nominations to the Honours and Awards Committee no later than 20 August in any year.



## 5. New Zealand Red Cross International Service Award

(Badge and Certificate)

### Eligibility for the award

This award recognises distinguished service by people who serve New Zealand Red Cross internationally with evidence of exceptional contributions to the assignments undertaken. This award is open to members and staff of New Zealand Red Cross.

### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- Only Red Cross international service is relevant in consideration for this award
- Evidence of exemplary service of a commendable nature or over a lengthy period of time (exceeding 12 months) outside New Zealand carried out on behalf of New Zealand Red Cross. Assignment evaluations show clear evidence of the nominee's contribution to the work of Red Cross in the international field
- Nominees may include delegates who, on behalf of New Zealand Red Cross, have worked on projects organised by New Zealand Red Cross, the ICRC, the IFRC or another National Red Cross or Red Crescent Society. This may include persons who have given service on one or more overseas field placements either in conflict relief, natural disaster relief or within a development project
- This list is examples only. There may be other reasons for nomination.

### Nomination procedure

- Nomination form must be completed and sent to the service centre no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL' to the 'Honours and Awards Committee of the National Board'
- The Area Council will send nominations to the Honours and Awards Committee no later than 20 August in any year.

## 6. Meritorious Service Award

(Badge and Certificate)

### Eligibility for the award

This award recognises outstanding service by a member, staff member or, in special circumstances, a non-New Zealand Red Cross person. Only New Zealand Red Cross service may be considered for this award.

### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- Significant, sustained contribution at a Branch, Group, Area or National level, demonstrated commitment and to delivery of an activity or project thus advancing New Zealand Red Cross with merit
- Outstanding service in any role that is of note
- Consistently demonstrated commitment to the Fundamental Principles of the International Red Cross and Red Crescent Movement.

### Nominees may include:

People who have made an important contribution and have made a difference through their dedicated contribution and effort, whether it be a noteworthy contribution to an emergency response, training, fundraising, development of a special project, or other activity.

### Nomination Procedure

- Nomination form must be completed and sent to the Area Council Chair no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will forward nominations to the Honours and Awards Committee no later than 20 August in any year.

## 7. New Zealand Red Cross Honorary Life Member

(Badge and Certificate)

### Eligibility for the award

Honorary Life Membership is a category of membership of New Zealand Red Cross. The award recognises members of New Zealand Red Cross who have given remarkable service or dedication in the advancement of the aims and ideals of New Zealand Red Cross.

### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee.
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- Only New Zealand Red Cross service may be considered for this award
- Nominees must be either members of New Zealand Red Cross within the provisions of the Constitution or a staff member of New Zealand Red Cross
- Nominees may include people who have served in an exceptional manner at a Branch, Group, Area or National level, and have given more than 10 years' service, or have made a significant contribution to the work of New Zealand Red Cross through a particular programme or activity, or have consistently demonstrated initiative, resourcefulness and commitment to the work of New Zealand Red Cross
- Counsellors of Honour automatically become Honorary Life Members.

### Nomination procedure

- Nomination form must be completed and sent to the Area Council Chair no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will forward nominations to the Honours and Awards Committee no later than 20 August in any year.

## 8. New Zealand Red Cross Certificate of Commendation

(Certificate)

### Eligibility for the award

This certificate is awarded to people who have made a special noteworthy contribution to the work of New Zealand Red Cross at a Branch, Area or National level,

### Authority

Branch or Group	May nominate to the Area Council
Area Council	May confer awards at a Branch or Area level
National Board	May confer awards at a Branch, Area or National level

### Guidelines for nomination

As a means of officially recognising individuals who have given especially noteworthy services (demonstrated by exceptional dedication to tasks, sense of responsibility and reliability, and at least five years' service) and who have reached a level of achievement worthy of special recognition.

- Only New Zealand Red Cross service may be considered for this award
- Nominees must be either members of New Zealand Red Cross within the provisions of the Constitution or a staff member of New Zealand Red Cross
- Nominees may include people who have served in an exceptional manner at a Branch, Group, Area or national level, and have given more than five years' service, and have made a significant contribution to the work of New Zealand Red Cross through a particular programme or activity, or have consistently demonstrated initiative, resourcefulness and commitment to the work of New Zealand Red Cross

### Nomination procedure

- Nomination form must be sent to the Area Council Chair no later than 1 July in any year
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will either decide to confer the award or, if recognition at a higher level is considered appropriate, will send nominations to the Honours and Awards Committee no later than 20 August in any year.

## 9. New Zealand Red Cross Certificate of Appreciation

(Certificate)

### Eligibility for the award

This certificate is awarded to people who have made a special noteworthy contribution to the work of New Zealand Red Cross at a Branch, Area or National level, but who do not qualify for a higher award.

### Authority

Branch or Group	May nominate to the Area Council
Area Council	May confer awards at a Branch or Area level
National Board	May confer awards at a Branch, Area or National level

### Guidelines for nomination

#### New Zealand Red Cross members and staff:

As a means of officially recognising individuals who have given especially noteworthy services (demonstrated by exceptional dedication to tasks, sense of responsibility and reliability) and who have reached a level of achievement worthy of special recognition.

#### Individuals or organisations:

As a means of officially recognising individuals, Groups or organisations who through their efforts, support or donation have made a noteworthy contribution to the work of New Zealand Red Cross.

### Nomination procedure

- Nomination form must be completed and sent to the Area Council Chair
- Envelopes to be marked 'CONFIDENTIAL'
- The Area Council will either decide to confer the award or, if recognition at a higher level is considered appropriate, will send nominations to the Honours and Awards Committee no later than 20 August in any year.

## **10. National Society Achievement Award**

### **Eligibility for the award**

This award is for the purpose of recognising outstanding achievement by a Pacific Island Red Cross Red Crescent National Society. The achievement must be of definite and precise nature in a particular activity.

### **Authority to confer the award**

The National Board of New Zealand Red Cross on the recommendation of the Honours and Awards Committee makes the award.

### **Provisions for the award**

Only one award may be made each year. The financial award will depend on the size and scope of the activity but may not exceed NZ\$5000.

### **Guidelines for nomination**

The National Society has demonstrated achievement through a successful, ongoing programme, project or activity directly related to the work of the Red Cross Red Crescent Movement. The programme, project or activity must be providing clearly demonstrated benefits to the community.

### **Nomination procedures**

The Secretary General manages details and process.

### **Presentation of the award**

The National President of New Zealand Red Cross presents the award to the President of the recipient National Society at the National Council meeting held in New Zealand each year. If this is not possible, arrangements are made to present the award on an appropriate occasion, either in New Zealand or the Pacific Islands.

## 11. Jennifer Clark Memorial Scholarship

(Scholarship to the value of NZ\$2000, to attend a course)

### Eligibility for the award

This scholarship recognises past National Board member Jennifer Clark, as a passionate advocate for the development of youth, by way of an annual scholarship. Established in December 2010 with the permission of Jennifer's family.

### Authority

Branch or Group	May nominate to the National Board through the Area Council
Area Council	May nominate to the National Board through the Honours and Awards Committee
National Board	Action on the recommendation of the Honours and Awards Committee

### Guidelines for nomination

- The recipient will be aged between 18 and 30 years at the time of scholarship distribution; be a New Zealand resident or someone with refugee status; and be a member of New Zealand Red Cross
- The recipient must use the scholarship amount for a course, to be agreed with the National Board, which promotes leadership, corporate governance, or similar; and must be used within 12 months of receipt of the award, or as agreed by the National Board
- The scholarship will contribute towards (or cover) the cost of the course, any transport or fares required to attend, and all incidentals relating to the course. Receipt of the Scholarship does not implicate any other requirement on the part of New Zealand Red Cross to provide any other form of support or assistance in the use of this Scholarship
- The Recipient is required to provide a written report and/or presentation to the National Board on completion of the course, including what was learned, and how it will make a difference in the future of the recipient.

### Nomination procedure

- Nomination form must be completed and sent to the Honours and Awards Committee by 20 August
- Envelopes to be marked 'CONFIDENTIAL' to the 'Honours and Awards Committee of the National Board'
- Scholarship disbursement is in October.

## 12. International Service Awards - Henri Dunant Medal

Full regulations for this award are contained in the Handbook of the International Red Cross and Red Crescent Movement.

### Eligibility for the award

The Henri Dunant Medal is intended to recognise and reward outstanding services and acts of great devotion, mainly of international significance, to the cause of Red Cross by any of its members or staff. The criteria for the award of the medal include risks run and arduous conditions endangering life, health and personal freedom endured. It may also be awarded for a long period of devoted service to the International Red Cross and Red Crescent Movement.

### Authority to confer the award

This is an international award and is conferred by the Standing Commission of the Red Cross and Red Crescent Movement.

### Provisions for the award

- The Henri Dunant Medal is awarded every two years by decision of the Standing Commission of the Red Cross and Red Crescent Movement in the plenary session. Exceptionally the Standing Commission may, provided all its members expressly agree, award the medal once without regard to the two-year interval and even without meeting in plenum
- No more than five medals are normally awarded every two years. The Standing Commission is free to reduce that number, or in exceptional cases increase it
- The Henri Dunant Medal may be awarded posthumously to those who have died recently
- Candidates need not be from the National Society that proposes them.

### Guidelines for nomination

- The Secretary General, on behalf of the National Board, sends recommendations for the award of the medal to the Secretariat of the Standing Commission. Full details must be provided and, wherever possible, supporting documents and testimonials should be included. A National Society, the ICRC, the IFRC, or a member of the Standing Commission may propose individuals for the award.
- Before the Standing Commission meets, its secretariat submits candidates' files to a joint meeting of the IFRC and the ICRC, empowered to recommend the rejection of any obviously ineligible candidates or to ask for further information to be added to a candidate's file before it is passed to the Standing Commission.

### Presentation of the Medal

The Chair of the Standing Commission presents the medal at a plenary meeting of the Council of Delegates. If the beneficiary or representative from their family is not present, the medal is handed to the President or senior representative of the National Society or of the institution concerned for presentation on behalf of the Chair of the Standing Commission.

### Nomination procedure

The Honours and Awards Committee first considers all applications. The Secretary General on behalf of the National President manages details and processes.



### 13. International Service Awards - Florence Nightingale Medal

*Full regulations for this award are contained in the Handbook of the International Red Cross and Red Crescent Movement.*

#### **Eligibility for the award**

The Florence Nightingale Medal is awarded to qualified male or female nurses and also to male or female Voluntary Nursing Aides (VNA) who are active members, or regular helpers, of a Red Cross or Red Crescent National Society or an affiliated medical or nursing institution.

The medal was not instituted to crown a career, however deserving of merit, but as recognition of outstanding moral and professional qualities, and to reward outstanding acts of devotion to duty regardless of the person's age or experience.

#### **Authority to confer the award**

ICRC is responsible for administering the award.

#### **Provisions of the award**

- Distribution of the medals takes place every two years
- Not more than 50 medals may be issued worldwide at any one distribution
- The medal may be awarded posthumously if the recipient has died on active service.

#### **Guidelines for nomination**

The medal may be awarded to qualified nurses and voluntary nursing aides who have distinguished themselves in time of peace or war by:

- Exceptional courage and devotion to the wounded, sick or disabled, or to civilian victims of a conflict or disaster
- Exemplary services or creative and pioneering spirit in the areas of public health or nursing education.

#### **Presentation of the medal**

To uphold the significance of the distinction, the Patron of New Zealand Red Cross should be invited to present the medal to any New Zealand recipient at an appropriate occasion. If this is not possible the National President of New Zealand Red Cross makes the presentation.

#### **Nomination procedure**

The Honours and Awards Committee first considers all applications. The Secretary General in consultation with the National President then manages details and processes.

## 14. The Henry Davison Award of the International Federation of Red Cross and Red Crescent Societies

*Full regulations for this award are contained in the Handbook of the International Red Cross and Red Crescent Movement.*

### Eligibility for the award

The Award may be made available to individuals or National Societies who have given outstanding services to benefit the IFRC at large by:

- Provision of services to improve the lives of vulnerable people; and/or
- Initiative to build the capacity of National Societies; and/or
- Initiatives to develop the capacity of National Societies to work together effectively thus strengthening the IFRC as a whole.

### Authority to confer the award

The President and the Vice-Presidents of the IFRC are the ex officio members of the 'Awards Committee'. The awards itself shall be decided by the Governing Board on recommendation of the Awards Committee.

### Provisions of the award

- Distribution of the medal takes places every two years
- Not more than five awards may be issued worldwide at any one distribution
- The award shall be in the form of a medal accompanied by a certificate.

### Guidelines for nomination

The Henry Davison Award is intended to recognise outstanding service in 'Improving the Lives of Vulnerable People by Mobilising the Power of Humanity'.

The award is primarily to recognise the work of National Societies or IFRC volunteers, members or staff while acting in a 'volunteer capacity'. It may in exceptional circumstances also be given to those who whilst not a member or staff of a National Society has, in the view of the Governing Board, contributed to the purposes for which the award is given in an outstanding way.

### Presentation of the Medal

Awards will be presented at the time of the IFRC General Assembly. In case the beneficiary of the award is not in attendance at the Assembly the award may be given by the IFRC President to the senior representative of the National Society attending the General Assembly to be transmitted to the beneficiary.

### Nomination procedure

Nominations for the award of the medal may be made by National Societies or by the IFRC President, Vice-Presidents, Chairmen of the Statutory Commissions, and Secretary General of the IFRC.

Nominations shall be supported by documentation describing the service rendered.

The Honours and Awards Committee first considers all applications by New Zealand Red Cross. The Secretary General in consultation with the National President then manages details and processes.

## 15. The Red Cross and Red Crescent Prize for Peace and Humanity

### Eligibility for the award

The criteria for selection are based on concrete accomplishments which are inspired by the 'Programme of Action of the Red Cross as a Factor of Peace' and by the 'Fundamental Guidelines for the contribution of the Red Cross and Red Crescent Movement to a true peace in the world', and which contribute to respect for the motto 'Per Humanitatem ad Pacem'. The prize is awarded to National Societies or to persons in the Movement, having actively contributed to a more peaceful world through their humanitarian work and the dissemination of the ideals of the Movement.

### Authority to confer the award

The Standing Commission will designate the beneficiaries of the award by consensus.

### Provisions of the award

- A maximum of two prizes may be awarded every four years, during the Council of Delegates
- The Prize for Peace and Humanity may be awarded posthumously to those who have died recently.

### Guidelines for nomination

The Secretary General, on behalf of the National Board, sends recommendations for the award of the prize to the Secretariat of the Standing Commission. Full details must be provided and, wherever possible, supporting documents and testimonials should be included. A National Society, or a member of the Standing Commission may propose individuals for the award.

### Presentation of the Prize

The Chairman of the Standing Commission shall present the Prize at the Council of Delegates. If the recipient or a member of their family cannot attend for reasons beyond their control, the Prize will be handed to a representative of their National Society for presentation to the beneficiary on behalf of the Chairman of the Standing Commission of the Red Cross and Red Crescent. If the Prize is awarded to a National Society it shall be presented to the President of that Society or, in their absence, to their representative.

The Prize shall consist of a work of art symbolizing the action of the Movement for Peace, with the inscription of the motto 'Per Humanitatem ad Pacem' accompanied by a diploma recalling the motives of the Award.

### Nomination procedure

The Honours and Awards Committee first considers all applications. The Secretary General in consultation with the National President then manages details and processes.

## 16. Volunteer Development Award

*Full regulations for this award are contained on FedNet.*

### **Eligibility for the award**

This award is in recognition of the value of volunteers in advancing humanitarian effort.

### **Authority to confer the award**

The IFRC will present three volunteer awards to National Societies at the General Assembly.

### **Provisions of the award**

- The award is conferred every two years
- Three volunteer awards are conferred to National Societies.

### **Guidelines for nomination**

National Societies nominated for the award demonstrate commitment and tangible results in engaging volunteers and building social capital in communities to enhance economic, social and political development. Nominees demonstrate effective strategies for rendering humanitarian support via volunteers, partnerships and sustainable volunteer management systems for encouraging diverse representation of volunteers at the all levels of the organisation.

### **Categories include:**

- Use of IT in mobilising and managing volunteers
- Volunteer management in emergencies
- Volunteer management in urban environments

### **Presentation of the medal**

The award is conferred during the General Assembly.

### **Nomination procedure**

The Honours and Awards Committee first considers all applications. The Secretary General in consultation with the National President then manages details and processes.

## **New Zealand Royal Honours**

### **New Zealand Royal Honours - private nominations of New Zealand Red Cross people**

From time to time requests are received for the New Zealand Red Cross to support nominations for New Zealand Royal Honours of people who are, or have been involved in New Zealand Red Cross activities. If Area Councils or Branch Presidents receive such requests and consider there is merit, a copy of their endorsement, or a recommendation should be sent to the National Board. New Zealand Red Cross support may be given by the National President and/or Secretary General on behalf of the National Board, if requested.

### **New Zealand Royal Honours - New Zealand Red Cross nominations of NZRC people**

New Zealand Red Cross may nominate deserving individuals for New Zealand Royal Honours. Any proposed nominations should be sent for consideration by the Honours and Awards Committee who will recommend to the National Board whether or not the nomination should proceed.

Nominations need to be made in time for this process to be followed before the closing date for nominations.

The Guide to Nominations for New Zealand Royal Honours and the nomination form can be obtained from service centres or from this website: [www.dpmc.govt.nz/honours/](http://www.dpmc.govt.nz/honours/).

<u>Counsellor of Honour</u>	<input type="checkbox"/>	<u>Medal of Honour</u>	<input type="checkbox"/>
<u>Distinguished Service Award</u>	<input type="checkbox"/>	<u>International Service Award</u>	<input type="checkbox"/>
<u>Meritorious Service Award</u>	<input type="checkbox"/>	<u>Honorary Life Membership</u>	<input type="checkbox"/>

**Service Awards:**

Certificate of Appreciation      Area   
 Certificate of Commendation      National

Certificate & Badge: 5 year multiples

10 Years     20 years     30 years     40 years     50 years     60 years     70years

**Details of Person nominated:**

Full name: *Title (Mr, Mrs, Dr, etc.)*      *(First Name)*      *(Surname)*

Residential address: \_\_\_\_\_

**Record of New Zealand Red Cross service:**

Name of Branch/Group and Area: \_\_\_\_\_

Date of joining New Zealand Red Cross: \_\_\_\_\_ Total years of Red Cross service: \_\_\_\_\_

Details of Red Cross service and positions held:  
*(Including dates)*

For all nominations except Service Awards less than 40 years, please attach a separate page showing details of service with New Zealand Red Cross. This information should include sufficient detail for the application to be measured against the Award's criteria.

Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

*For office use only:*

Received by Manager: \_\_\_\_\_

Sent to Red Cross House: \_\_\_\_\_ Approved / Unsuccessful: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_ Records updated: \_\_\_\_\_

Presentation details: \_\_\_\_\_

---

---

**Appendix 4E Application Form for the Jennifer Clark Memorial Scholarship**

Date of Application:                    /                    /

Name in Full \_\_\_\_\_

Date of Birth:                                    /                                    /

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mob \_\_\_\_\_

Email address: \_\_\_\_\_

---

Education:                                    College Education Highest Qualification: \_\_\_\_\_

Tertiary Education: \_\_\_\_\_

**Work Experience:**

Outline all permanent positions previously held, or if none, outline any voluntary work experience or summer jobs held:

Role:	Company:	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

Describe any community service, including for New Zealand Red Cross that you have performed:

\_\_\_\_\_  
\_\_\_\_\_



Are you a member of the New Zealand Red Cross? \_\_\_\_\_  
Page 2, Jennifer Clark Memorial Scholarship

What have you volunteered for? \_\_\_\_\_

**What you need to do:**

1. Having regard for the Fundamental Principles of the International Red Cross and Red Crescent Movement write a 500 word essay telling us:
  - (a) why you feel you are a worthy recipient of the Jennifer Clark Memorial Scholarship;
  - (b) what ambitions you have for the future in community service; and
  - (c) what course you would like to use the funds for (**Note:** *funds may only be used to attend a leadership or governance development course, must be approved by the New Zealand Red Cross, and must be used within 12 months of receipt*).
2. Submit a written reference or a letter of recommendation for this Award from a non- relative who has known you for at least five years, and who can describe why you might be ideal for this Award.
3. Forward the essay, the reference and your application form to:

Honours and Awards Committee of the National Board  
P O Box 12 140  
Wellington 6144

To reach the office no later than 20 August.

### General Information

Red Cross medals, or ribbons and badges may be worn at any important Red Cross event or public event at which New Zealand Red Cross is officially represented, for example:

- Anzac Day functions
- Remembrance Day functions
- Funerals of members
- Any official function for which the wearing of medals is specified
- New Zealand Red Cross special celebrations.

### Precedence

Red Cross medals or ribbons are worn with the senior medal or ribbon nearest the lapel. The order of precedence is:

- |  |       |
|--|-------|
| • Henri Dunant Medal                         | medal |
| • Florence Nightingale Medal                 | medal |
| • Counsellor of Honour                       | badge |
| • Medal of Honour                            | badge |
| • Distinguished Service Award                | badge |
| • International Service Award                | badge |
| • Meritorious Service                        | badge |
| • Honorary Life Membership                   | badge |
| • Service Award                              | badge |
| • Foreign Red Cross Awards (in date order)   |       |
| • Other non-Red Cross medals (in date order) |       |

The Henri Dunant and Florence Nightingale Medals are worn separately and above other Red Cross medals (because of their nature), although the Henri Dunant Medal takes precedence.

Red Cross awards may be worn with the uniforms of other organisations if that organisation permits (for example, the Army permits military service personnel to wear the Florence Nightingale Medal, or ribbon, on the right breast according to the relevant Regulations). In those circumstances the awards of the other organisation would have priority in wearing precedence.

### Medals

Medals, when worn, are suspended from the appropriate ribbon 4cm in length. The senior medal is worn nearest the lapel and on the top row when more than one row is necessary.

### Badges

Badges may be worn at any time. The badges for awards are worn below the medals. When medals are not worn, the badge is worn by both men and women on the left lapel.

### Membership and name badges

Generally, the New Zealand Red Cross membership badge will be worn on the left lapel. The name badge on the right.

## **SECTION 5                    National Board**

- 5.1            Role of the National Board
- 5.2            Composition of the National Board
- 5.3            Committees of the National Board
- 5.4            National Board Charter
- 5.5            Meetings of the National Board
- 5.6            Urgent decision-making procedures
- 5.7            Members' Handbook amendments
- 5.8            Relationships with Red Cross House and staff
- 5.9            Relationship with Area Councils
- 5.10          Evaluation and appraisal
- 5.11          Training and education of National Board members
- 5.12          Expulsion or suspension of a member

### Appendices to Section 5

## 5.1 Role of the National Board

*Constitution: Article 4.6 and 4.7*

The National Board governs the whole of New Zealand Red Cross to enhance the society's activities and achieve its mission. The National Board's responsibilities and powers are outlined in the Constitution: articles 4.6 and 4.7 and the National Board Charter.

This is a more detailed list of its responsibilities.

1. Ensuring that the work undertaken in New Zealand follows the Fundamental Principles of the Movement, domestic and international law and regulation, and the New Zealand Red Cross Constitution.
2. Setting and ensuring effective implementation of policies.
3. Empowering, encouraging and monitoring the work of Area Councils, Branches and Groups.
4. Overseeing the prudent management of New Zealand Red Cross assets, including funds.
5. Ensuring the ongoing financial health and sustainability of New Zealand Red Cross.
6. Ensuring that a national strategic plan is developed for New Zealand Red Cross in line with relevant strategies and plans of the Movement, and that it is monitored and reviewed regularly.
7. Reviewing and proposing amendments to the Constitution.
8. Identifying, managing, mitigating and monitoring all risks.
9. Running a suitable process for co-opting National Board members.
10. Running a suitable process for inducting and training new National Board members.
11. Expelling or suspending any member for serious misconduct.

## 5.2 Composition of the National Board

*Constitution: Articles 4.1, 4.2*

The composition of the National Board is outlined in articles 4.1 and 4.2 of the Constitution.

Any member who is elected to the National Board should regard this as their primary role in New Zealand Red Cross. If they are an Area Councillor, they must resign from the Area Council (see Section 4.4.3). If they hold any other roles in New Zealand Red Cross they should consider carefully whether they can handle the demands and possibly conflicting interests of the multiple roles. They may choose to resign from other roles.

### 5.3 Committees of the National Board

*Constitution: Article 4.7.2*

The National Board has established the following permanent committees. Terms of reference for them are included in Appendix 5H:

- Audit and Risk
- Remuneration
- International
- Honours and Awards
- Members' Handbook

The National Board may establish other committees.

The National Youth Representative can convene the Youth Area Councillors elected to the National Council as Area Council representatives. in order to:

- Provide a youth perspective to the National Board on New Zealand Red Cross policy and strategic direction through the National Youth Representative
- Act in a leadership role in communicating with Area Councils, New Zealand Red Cross members and youth throughout New Zealand Red Cross
- Act as an advocacy Group for youth participation across New Zealand Red Cross.

In line with the International Federation of Red Cross and Red Crescent Societies: New Zealand Red Cross defines young people as aged 30 years and younger.

### 5.4 National Board Charter

The Members' Handbook incorporates aspects of formal governance, which are not covered in the Constitution, but which are necessary to ensure New Zealand Red Cross is a well-functioning member of the Movement.

The National Board has a Charter that outlines how the National Board guides New Zealand Red Cross. The Board Charter can be viewed in Appendix 5G and on the New Zealand Red Cross website.

### 5.5 Meetings of the National Board

*Constitution: Articles 4.8, 4.9*

See Appendix 5B for details of formal meeting procedures.

If a member is unable to attend a meeting of the National Board, they must send their apologies to the National President before the meeting. They may not send alternate people to board meetings, and they may not appoint a proxy. If a member is unable to attend two or more consecutive meetings they must apply for leave from the National President.

The National Board may want to discuss an issue without management being present. This is called 'in committee' and guidelines for this process are in Appendix 5B.

## 5.6 Urgent decision-making procedures

*Constitution: Articles 4.9.6, 5.1.2*

If the National Board needs an urgent decision between its formal meetings, one of the following processes is followed:

- An urgent motion may be approved by Circular Resolution. No less than 60% of all National Board members make it as valid and effective as if it was passed at a meeting of the Board. Such a Resolution may be signed together, or separately on several documents. Signed forms may be scanned and sent by email.
- A meeting of the National Board may be convened by telephone conference if approved by at least 75% of all National Board members. The normal notice period for a Board meeting is waived.
- If pre-delegated by the National Board, the National Officers (National President and National Vice President) may, after consultation with the Secretary General, make decisions between Board meetings. They must provide a full account of all decisions to the next National Board meeting.

Results of any such decision will be recorded in the Minutes of the next National Board meeting.

## 5.7 Members' Handbook amendments

*Constitution: 1.13.1, 1.13.2, 1.13.3*

The National Board has the power to make amendments to this Members' Handbook. They must follow the procedure for amending the Members' Handbook set out in Appendix 5C.

## 5.8 Relationship with Red Cross House and staff

*Constitution: Article 1.7.1, 1.7.2, 1.7.7*

The only staff member directly responsible to the National Board is the Secretary General. All other staff are accountable to the Secretary General. National Board members may not give directions to any staff other than the Secretary General, through the National President. However, it is recognised that Area Councils have a working relationship with managers.

Red Cross House:

- Provides a secretariat to the National Board
- Manages the assets and finances of New Zealand Red Cross
- Administers national programmes as set out in the Strategic Plan
- Administers international programmes
- Maintains central archives
- Undertakes any task as directed by the National Board.

## **5.9 Relationship with Area Councils**

*Constitution: Article 6.1.1*

The National Board maintains a close relationship with Area Councils. Each National Board member takes responsibility for communicating regularly with allocated Area Councils (ideally those closest to where they live). They are the Area Council's National Board Liaison. They should communicate with the Chair, after each Area Council and Board meeting, and attend at least one Area Council meeting a year.

Communication with Area Councils should be two-way. Area Council responsibilities for communication are outlined in 3.10 of this Members' Handbook.

In May, the National Board receives an Annual Plan and Budget for each Area for the coming year (see Appendix 3C and 3O). The Board approves this plan as part of the consolidated National Plan and Budget.

The National Board receives an Area interim report in December, and an Annual Report on Achievements in August (Appendices 3F and 3E respectively).

An Area Council may refer issues to the National Board for its advice or determination. Examples are complaints about misconduct, and identification and management of conflicts of interest. The Board responds in a timely and appropriate manner.

## **5.10 Evaluation and appraisal**

1. The National Board must review the performance of itself, its committees and the Secretary General at least annually, in a way to be decided by the National President.
2. If, in the opinion of the National President, a board member is not fulfilling their role on the National Board satisfactorily, the National President will discuss the matter directly with the board member.

## **5.11 Training and education of National Board members**

1. The National Board budget should contain provisions for induction and ongoing training for board members.
2. New board members are given an induction, which is planned in conjunction with the National President. There will be an opportunity for the Secretary General to introduce senior management who can outline their areas of work in detail.
3. Each year, members of the National Board should be asked what they see as their training requirements and these should be incorporated, where possible and as budget permits, into board meetings.
4. Board members are expected to attend forums held within the Areas for which they are responsible.
5. Board members are expected to further their own professional development so that they can operate effectively.

## **5.12 Suspension or expulsion of a member**

*Constitution: Article 2.7*

The National Board may decide whether to suspend or expel a member on application by an Area Council, the Secretary General, or of its own volition.

The basis for such action may include matters which indicate that continued membership may bring New Zealand Red Cross into disrepute, or that a member has acted against the Fundamental Principles, or the Code of Conduct.

The procedure is detailed in Appendix 5D.



## APPENDICES TO SECTION 5

- 5A Roles of the National President and National Vice President
- 5B National Board meeting procedures
- 5C Procedure for amending the Members' Handbook
- 5D Responding to applications for joint fundraising ventures
  
- 5E Board Charter
  
- 5F Terms of Reference for Board Committees
  - 5H (1) Audit and Risk
  - 5H (2) Remuneration
  - 5H (3) International
  - 5H (4) Honours and Awards
  - 5H (5) Members' Handbook Committee

In addition to the description of the National President's role in Article 5.2 of the Constitution, the President is expected to:

- Provide leadership and guidance to the National Board and National Society
- Visit all Area Councils at least once during the National President's three-year term
- Ensure that the National Society pursues the objectives stated in the Constitution
- Be available for discussions between members and the National Board
- Chair meetings of the National Council and the National Board
- Encourage and expect a high ethical conduct of the National Board
- Conduct an annual performance appraisal including identification of training needs with each National Board member, and provide additional opportunities for each to discuss their performance
- Be available for consultation by the Secretary General and all National Board members
- Attend national events and represent New Zealand Red Cross
- Attend international events and act as advocate and Head of Delegation.
- Maintain a close but independent relationship with the Secretary General
- Facilitate the performance management of the Secretary General on behalf of the National Board
- Communicate to members and staff as relevant.

**Role of the National Vice President**

In addition to the specific task set out in Article 5.3 of the Constitution, the National Vice President is expected to:

- Support the National President in ensuring the successful functioning of New Zealand Red Cross
- Be available to consult with and for discussion with the National President
- Act as National President if that officer is absent or otherwise unable to act.

**Meeting schedule**

The National Board will meet at least quarterly each year.

Before the start of each financial year, the National President and Secretary General compile a schedule of dates for normal meetings of the National Board for the coming year. The schedule is sent to all members of the National Board, Area Councils and senior management.

Minutes are distributed no later than two weeks after each meeting.

**Meeting preparation**

- The Secretary General notifies all members of the National Board of the date, time, place and purpose of all National Board meetings at least seven days before the meeting. However, the requirement for prior notice may be waived if at least three quarters (75%) of the board members agree.
- The Secretary General at least seven days before every meeting of the National Board sends members:
  - An agenda
  - The report from the Secretary General
  - Background papers and reports.
- Sometimes it will be desirable to invite senior staff to be present at a National Board meeting, or part of a meeting, especially when reports relating to their area of expertise are being presented.
- Members with queries about matters to be discussed at a National Board meeting must contact the National President.

**Meeting process**

A quorum of the National Board is half of its members.

The National Board may meet by telephone conference.

Suitable notice must be given by National Board members who want to submit additional agenda items to the National President for consideration by the National Board.

The Chair of the meeting has a casting vote if needed, in addition to a deliberative vote.

Sometimes the National Board may choose to hold 'in committee' sessions, that is sessions without staff or other non-Board members. These sessions are usually to discuss personal or personnel issues. When holding such sessions the Board:

- Reserves the right to include or exclude any non-board member as it chooses
- Endeavours to signal such sessions, either in the agenda or at the start of the meeting.

Minutes from 'in committee' sessions will be kept by the National President in a confidential manner. When they retire from office they send them to the incoming National President.

**Distribution of minutes**

Within two working weeks after each National Board meeting, the National President (or delegate) sends draft minutes (excluding 'in committee' minutes) to Board members and the Secretary General for feedback about accuracy. No person may forward these minutes to any other person without the agreement of the National Board.

The National President (or delegate) will summarise matters from each National Board meeting and send this within three working weeks to:

- Counsellors of Honour
- Area Councils
- Any other Group or individual decided by the National Board.

The Constitution of New Zealand Red Cross (Article 1.13) allows for amendment of the Members' Handbook.

- The National Council may direct the National Board to amend the Members' Handbook
- Any National Board member may propose an amendment to the Members' Handbook to the National Board by 1 July.
- The Handbook Committee reviews any amendments for presentation to the National Board.
- Any other member can propose an amendment to the Members' Handbook, through their Area Council, by following the process below. Notice requirements by Area Councils may be waived by a majority vote of the National Board, representing not less than 75% of the members present and entitled to vote.

#### Process for members to propose amendment of the Handbook

Step	Action	Responsibility
Step 1.	Discuss the proposed amendment with their Area Council Chair.	Originator of the proposal
Step 2.	Forward the proposed amendment with rationale for the proposed change to the Area Council for consideration.	Originator of the proposal
Step 3.	The Area Council reviews the paper and sends it back with any comments to the originator.	Area Council
Step 4.	The originator reads the comments and decides to either: <ul style="list-style-type: none"> <li>• Modify the proposal and/or send the original proposal via the Area Council, to the National President by 1 July</li> <li>• or abandon the proposal.</li> </ul>	Originator of the proposal
Step 5.	Include proposed amendment in National Board papers for discussion after consultation with the Handbook Committee.	National President
Step 6.	Approve or reject the proposal, or consult on it more widely.	National Board
Step 7.	If approved, the amendment will be sent to holders of the Members' Handbook and updated on the website.	Secretary General Holders of Members' Handbook
Step 8	A summary of any amendments made during the year is sent to National Council delegates, with the papers for the Annual Meeting.	

#### Exception to this process

Minor corrections or updates that do not alter the meaning or substance of any part of the Members' Handbook may be made with approval from the National President. These are reported and confirmed at the next meeting of the National Board.

## Appendix 5D Responding to applications for joint fundraising ventures

Branches or Groups who wish to publicly join with other organisations to organise activities or raise funds for local community projects may apply to the National Board for permission to do this. See Section 6.15 of this Handbook.

National Board's consideration of whether to allow such joint ventures should include:

- Compatibility of both the potential partner organisation(s) and the activity with the Fundamental Principles, New Zealand Red Cross' Mission, Policies and Code of Conduct
- Value of the activity to vulnerable people in the community
- Integrity and reputation of the potential partner organisation(s)
- Cost-benefit of the activity
- Risk management of the activity and the joint venture
- Any possible impact on New Zealand Red Cross' reputation (good or bad).

## Appendix 5E Board Charter

### 1. Purpose of the Board Charter

*Refer Members' Handbook 6.5*

The Charter outlines how the National Board guides, governs, sustains, protects and develops New Zealand Red Cross in accordance with the Society's goals.

The National Board has adopted this Charter which is publicly available on the New Zealand Red Cross website.

The Charter provides the terms of reference for the Board, its roles, its conduct and its tasks. It is consistent with the obligations set out in the New Zealand Red Cross Constitution, further developed in the New Zealand Red Cross Members' Handbook, and with Board policies that may be determined from time to time.

The Charter will be reviewed by the National Board regularly, and may be modified at any time.

The Charter should be read in conjunction with the New Zealand Red Cross Constitution and the Members' Handbook.

### 2. Purpose of the Board

Members of the National Board have been elected or co-opted to provide leadership to determine and ensure the implementation of the strategic and financial goals of New Zealand Red Cross. In order to fulfil this purpose, the Board will:

- Govern in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement, the Geneva Conventions of 1949, and the Additional Protocols
- Have regard for the Statutes of the Movement, the Constitution of the International Federation of Red Cross and Red Crescent Societies, and policies adopted at International Red Cross and Red Crescent meetings
- Act in accordance with the current strategic plan, operating plan, and other policy documents of New Zealand Red Cross
- Recognise and respect the views, efforts and contributions of members.

### 3. General powers of the Board

*Refer Constitution Article 4.3 and Handbook 6.2*

The powers of the National Board, its members and board committees are determined by the Constitution, the laws of New Zealand, corporate governance best practice, and the policies of New Zealand Red Cross. The National Board represents the members and the Movement.

In order to meet its legal and regulatory obligations and to effectively discharge its duties, the National Board may delegate nominated functions to specialised board committees, or individual board members. Delegation does not, however, discharge the National Board from its duties and

responsibilities. The National Board, at all times, must bear in mind its fiduciary duties and responsibilities under the Incorporated Societies Act 1908 and Charities Act 2005.

#### **4. Responsibilities and functions of the Board**

The National Board shall add significant value to New Zealand Red Cross and ensure its long-term success and shall:

- Protect and enhance the rights and interests of New Zealand Red Cross members and other key stakeholders, retain full and effective control over New Zealand Red Cross, and provide strong leadership
- Determine and uphold New Zealand Red Cross values, adhere to high moral standards and ethical behaviour, and fulfil the Board's role with diligence while striving to gain trust and respect at all times
- Develop a national strategic plan for the New Zealand Red Cross within the relevant strategies and plans adopted by international components of the Movement for approval by National Council. The implementation is monitored and reviewed regularly
- Through the Secretary General, provide direction to management in accordance with the Constitution, Members' Handbook, policies adopted, or directions given by the National Council
- Bring independent and informed judgment to bear in making decisions for New Zealand Red Cross
- Appoint, monitor, counsel and, if necessary, dismiss the Secretary General
- Oversee the prudent management of New Zealand Red Cross' assets and ensure the financial health and sustainability of New Zealand Red Cross, ensuring all funding is used in accordance with the aims of New Zealand Red Cross
- Protect and grow the New Zealand Red Cross Foundation assets and appoint the Trustees
- Approve major capital expenditure, the New Zealand Red Cross annual plan and budgets, and review and monitor implementation of such
- Approve the Annual Report, consolidated financial statements, and Auditors' Report, then refer them for adoption by the National Council
- Ensure compliance with applicable national laws and regulations
- Accept responsibility to grow the organisation, develop its people and by so doing enhance the effectiveness and value of New Zealand Red Cross to the wider community. Acquire knowledge of and seek assurance that health, safety and wellbeing risks are effectively managed and resourced.
- Monitor New Zealand Red Cross risk management
- Review and propose amendments to the Constitution every five years
- Review and amend the Members' Handbook.

#### **5. Composition of the National Board**

*Refer Constitution Article 4.1*

The National Board has a maximum of 11 members. This includes six ordinary (elected) members, the National President, and a National Youth Representative (NYR), all elected by the National Council, and not more than three co-opted members.

The National Board should, from time to time, determine any skill gaps to ensure, through co-option that the Board retains appropriate skills and competencies.



New Zealand Red Cross will provide opportunities to ensure that all Board members fully understand their role on the governing board.

## **6. Induction of new Board Members**

New candidates are encouraged to understand their obligations and the financial and legal status of New Zealand Red Cross before accepting nomination. This will help to ensure that candidates understand the roles and responsibilities, and the time commitment required, both at National Board meetings and between such meetings.

When a new board member is elected or appointed, an induction programme will be provided to enhance the member's understanding of New Zealand Red Cross, the National Board's governance role, and the Movement.

The new member will be introduced to key staff, familiarised with the facilities, and will be given access to BoardBooks the electronic Board portal where up to date induction documents will be available.

Members will be expected to keep themselves up to date with changes and trends in the sector and the Movement, as well as with general trends in the economic, political, social, environmental, and legal climate.

## **7. National President and National Vice-President**

*Refer Constitution Article 5.2, 5.3*

Under the authority of the National Council, the President shall lead the National Board.

It is the National President's responsibility to chair board meetings, facilitate discussion, ensure that all members present participate, and that deliberations result in clear decisions.

The National President represents New Zealand Red Cross in its relations with the Movement, the Government, other organisations and the media, and as Head of Delegation at international meetings.

When necessary, the National President may delegate some of these functions to another board member, or with the consent of the National Board, to any other member of New Zealand Red Cross or the Secretary General.

In the absence of the National President, the National Vice-President will be Acting President. The National Vice-President may also undertake other duties at the National President's request.

## **8. Secretary General**

The Secretary General is appointed by the National Board and is accountable to the Board, through the National President for the effective implementation of the Board's strategic direction and achievement of objectives.

The National Board has delegated to the Secretary General responsibility for the following:

- Leadership – to provide direction and leadership to the whole organisation, to monitor the external environment and develop pathways to achieve objectives as set, with vision and initiative into the future.

- Operational Management – to oversee and monitor a high level of organisational performance including strategic planning, financial management, effective risk management, health and safety management, and senior staff selection.
- Culture and Change – to create, recognise, foster and reward a culture of openness, cooperation, collaboration, accountability and excellence; with continued recognition of its membership-based status with a culture of volunteer empowerment and commitment.
- Advocacy and Representation – to continually seek opportunities to promote New Zealand Red Cross and the International Movement in a way to foster recognition and support, to represent New Zealand Red Cross and act as a public spokesperson in conjunction with the National President.
- Protect and Build value of New Zealand Red Cross – to regularly monitor the external and internal environment, drive initiatives, strategies and actions to protect the brand and reputation of New Zealand Red Cross, to guide and develop effective relationships with the community, governments, donors and others to achieve New Zealand Red Cross objectives.

At least once a year, the National Board will review the financial and non-financial delegations of authority to the Secretary General and senior staff.

The National Board sets annual performance targets for the Secretary General based on the strategic plan. The People and Remuneration Committee assesses the performance of the Secretary General and reports back to the National Board.

## **9. Board Code of Behaviour**

National Board members are at all times representing New Zealand Red Cross.

The National Board and the Secretary General drive New Zealand Red Cross' ethical values. Each Board member is expected to lead by example and demonstrate trust, integrity, honesty, sound judgment, respect, accountability, diligence, and commitment.

There may be occasions when individual board members require formal information from senior staff. However, unless a direct approach has been authorised by the National Board, it is important that any such requests are channelled through the National President and the Secretary General. This is to ensure the effective governance and management of New Zealand Red Cross, and that board members do not at any time undermine the authority of the National President or Secretary General.

An exception to this is the administration of the Audit and Risk Committee. These queries are authorised through the Chair of the Audit & Risk Committee and General Manager Commercial and Shared Services.

## **10. Communications**

All communications with media will be through the National President or Secretary General, or alternatively their delegated authority.

Email is legally accepted as part of an organisation's records and can be open to public scrutiny. Email must always be used appropriately, sparingly, and in accordance with Board policies. The adoption of

any social media communications must adhere to appropriate Board policies including that of social responsibility.

## **11. Board meeting operation**

*Refer Constitution Article 4.8*

The National Board will meet at least quarterly, with further meetings called at the discretion of the National President. In addition, the Board should meet at least once a year to focus on strategic issues.

At the beginning of each financial year, the National Board should prepare an annual work plan consisting of strategic planning, operating plan approval, review of risk management, Board evaluation, the Secretary General's performance review, the annual budget, the annual meeting, etc.

It is crucial to the success of the National Board's work that members work together cooperatively while at the same time exercising sound, independent judgement. All members should participate fully and frankly in discussions, and should ensure that they have a sound working knowledge of the matters under discussion.

The agenda, reports, minutes of previous meetings, and any other pertinent Board papers should be circulated at least seven calendar days before each meeting.

## **12. Board Committees**

The National Board has the power to appoint board committees who report back to the full Board.

Currently, the National Board has five permanent committees: Audit and Risk, People and Remuneration, International, Honours and Awards and Members' Handbook Committee. The Board may establish other committees as required.

The terms of reference of permanent board committees are annexed to this Chapter (Appendix 5F).

Unless otherwise agreed by the National Board, there will be a minimum of three board members appointed to each board committee. When not a full committee member, the National President shall be an ex-officio member of board committees (and when attending is able to vote). The Board will appoint the Chair of each committee.

The National Board may co-opt specialists for their knowledge, to any Board committee.

The minutes of all board committee meetings will be circulated to the full National Board. The Committee Chair will report back on those proceedings at the next board meeting.

Appointments to permanent board committees will be confirmed by the National Board, on the National President's nomination, at the first board meeting following the New Zealand Red Cross National Council.

Any costs of board committees will be identified and provided for in the annual budget.

### **13. Disclosure and Register of Interests**

The National Board will maintain a register, recording and detailing the individual interests of each board member.

The purpose of this register is to ensure that the National Board is aware of any conflict of interest that may arise in any matter before the National Board of New Zealand Red Cross.

All the interests of individual members should be recorded, including their appointments to, or membership of, any other organisation. It is the board member's obligation to ensure the accuracy and completeness of their declared interests.

This register will be maintained by the National Board secretariat services, included in board papers and will be updated by the National Board at the commencement of each meeting.

Board members are obliged to notify the National President or the National Board where matters for discussion may result in a possible conflict of interest for the board member.

Determination of a conflict of interest will be made by the National President, who will also determine whether a board member may deliberate on a matter of possible conflict and/or vote on any resolution required. Any challenge to the National President's adjudication will require a full National Board vote, which is final.

### **14. New Zealand Red Cross Budget**

Financial responsibility is a key role of the National Board.

For each financial year, the Secretary General and staff will prepare a comprehensive operating plan and budget, based on the New Zealand Red Cross Strategic Plan, for the National Board to approve.

The Operating Plan and Budget will reflect the strategic imperatives approved by the National Board, both short and long term. In addition, the Operating Plan and Budget will reflect any particular matters, objectives, allowances, project outcomes, and directions that the Board may determine.

The Budget will have regard to the sustainability of the New Zealand Red Cross financial prudence, protection of the New Zealand Red Cross assets, and cash and funding requirements including the provision of any capital expenditure.

The draft Operating Plan and Budget will be considered by the Audit and Risk Committee prior to a recommendation for adoption by the full Board.

The Budget should be approved before the commencement of the financial year to which it applies.

The execution of the Budget and the New Zealand Red Cross financial operations will be undertaken by the Secretary General and the staff in accordance with delegated authorities. Any deviation from the Operating Plan or Budget, or any unforeseen impact, must be reported to the National Board.

## **15. Board budget and members' reimbursement of expenses**

An allocation for reasonable and actual expenses forecast to be incurred by board members in properly carrying out their duties will be included in the annual budget. These expenses might include, air and taxi fares, accommodation, telecommunications, vehicle expenses, postage, stationery, and other such incidentals approved by the National Board.

The allocation for National Board expenses will also include provision for training, Board functions including national meetings of the membership, the National Council, and special meetings, plus any functions that the Board may determine appropriate in the year ahead, with a contingency allowance for unexpected expenses.

Expenses incurred by board members in carrying out their duties are reimbursed following submission of a claim form approved by the delegation process and supported by relevant evidence or receipts to the General Manager Commercial and Shared Services. In the case of the National President, the Chair of the Audit and Risk Committee shall sign the claims, or such other board member approved by the National Board. All board members with access to a New Zealand Red Cross credit card must follow the Purchase Card Policy.

Where a submission for expenses is subject to query, the National President shall be the sole arbitrator.

## **16. Services to the Board**

New Zealand Red Cross staff will provide support to the National Board as necessary.

The General Manager Commercial and Shared Services will:

- Provide secretariat services to the National Board, its committees and working Groups as required.
- Ensure that board meetings are appropriately minuted. (The Chair will circulate minutes for confirmation among the board members that they are a true reflection of proceedings and determinations, and then forward them to the Secretary General and General Manager Commercial and Shared Services. Appropriate action items are also circulated and included in the board pack for the next meeting.)
- Manage the process for the collation and distribution of board papers, for timely consideration by the National Board, committees, or working Groups.

The National Board should take time annually to review the content, size, and timeliness of board papers and the style of board minutes.

## **17. A responsible employer**

The National Board will always seek to ensure that New Zealand Red Cross is a responsible employer.

All staff are valued and important to New Zealand Red Cross. They will be treated in accordance with the Fundamental Principles, New Zealand Red Cross policies, and the laws of New Zealand. Policies will encompass fair and equitable treatment of all staff regardless of age, sex, ethnicity, or ability.

The health, safety and wellbeing of all members and staff, are paramount. Work practices and requirements will reflect that priority.

The National Board will seek to ensure that all staff receive compensation in keeping with their services and responsibilities, having regard to New Zealand Red Cross' ability to pay such compensation, and to the non-profit sector within which New Zealand Red Cross operates.

#### **18. Provision of professional services by board members**

It is generally accepted that board members will not provide paid professional advice or service to the National Board on board-related business, or to the national society on society-related business.

Board members may suggest members of the appropriate profession to provide such advice or service, which can be accepted or rejected by the National Board.

#### **19. Independent professional advice**

With the agreement of the National President, or failing that, the agreement of the National Board, any board member is entitled to seek independent professional advice.

New Zealand Red Cross may seek such advice in regard to any matter or commitment where independent professional advice would assist the National Board to reach a decision. Similarly, appropriate IT, legal, financial or other specialist advice may be sought where there is a possible conflict of interest with the staff.

New Zealand Red cross will reimburse approved independent professional advice and such advice will be made available to all board members.

#### **20. Board policies**

Policies are reviewed in full at least every three years. A review of the Policy list/ library is annual. Any Policy where New Zealand Legislation has changed and affects a Policy is updated.

#### **21. Board folder**

The Board Secretariat shall maintain an up-to-date Board folder (in paper form or electronically) to be given to each new board member at their induction. The folder should contain all key documents for governing the society.

#### **22. New Zealand Red Cross Foundation**

The New Zealand Red Cross Foundation financially protects, promotes and encourages the work of New Zealand Red Cross by establishing separate investment funds, which can be used, from time to time, as the Trustees grant on National Board request. The purpose, terms, and rules are incorporated in a Trust Deed. The Board accepts and endorses the Statement of Investment Policy and Objectives (SIPO).

**5F (1) Audit and Risk Committee**

**1. Role of Audit and Risk Committee**

The Audit and Risk Committee's role is to provide direct contact, independent of management, between New Zealand Red Cross and its external auditors. In addition, the committee assists the National Board and Management in the proper discharge of their responsibilities to produce accurate financial statements in compliance with all applicable legal requirements and accounting standards, actively manage strategic risk and comply with legislation by scrutinising the adequacy of financial and other operating systems including risk management.

**2. Membership**

Members of the committee shall be appointed by the National Board, and shall comprise members of the National Board. The number of members of the committee shall be not less than three. The National Board shall appoint a Chair from the members of the committee (Constitution Article 4.1.2). The National President may be a member of the committee but shall not be eligible to chair the committee. The Chair of the Audit and Risk Committee must be a New Zealand Registered Chartered Accountant.

**3. Meetings**

The committee will hold meetings as appropriate to carry out its role, purpose and responsibilities. Non-committee board members are entitled to attend committee meetings and the Chair of the committee shall, in conjunction with the National President, determine attendance for any 'in committee' business. Both the Secretary General and General Manager Commercial and Shared Services will be expected to attend committee meetings unless otherwise directed by the committee. A quorum shall consist of two members. Minutes of meetings shall be recorded, consistent with the standards and disclosure regime adopted by New Zealand Red Cross for ordinary board meetings and shall be circulated to board members with normal board papers.

**4. Authority**

The committee, in respect of matters agreed to be reviewed by committee resolution, shall have unfettered rights to discuss matters directly with staff, related or interested parties, external auditors and other external advisers. External auditors, staff and related parties may in respect of audit and risk management matters directly approach the committee.

**5. Functions**

These shall include but not be limited to the following:

- (a) Review regular full Health and Safety reports including the processes with which hazards and risks are assessed, accidents and incidents (including near misses) investigated, and how improvement plans are being implemented.
- (b) Review any report following a Health and Safety audit (to assess the quality of system implementation, fit-for-purpose, and best practice), including data on absence rates due to sickness, and possible indicators of stress and fatigue.
- (c) The Chair and National President are notified of any serious accident or incident before the initiation of an investigation, and, subsequently the outcome(s) of such.



- (d) Review all improvement action plans arising from accident, incident or investigation reports at the next scheduled National Board meeting.
- (e) Recommend to the National Board, external auditors for approval by National Council.
- (f) Agree on the engagement and scope of the external audit with the auditors, including any items of special interest for confirmation by the National Board. The Chair of the committee shall sign any letter of engagement.
- (g) Recommend the annual audit fee for confirmation by the National Board.
- (h) Review the external audit findings including the management letter, and approve and monitor progress on action plans arising from them.
- (i) Ensure that financial reporting policies are established and reviewed and recommend matters of audit adjustment for approval by the National Board.
- (j) Ensure that risk management policies are established and reviewed to mitigate or manage identified risks.
- (k) Review delegation policies (including authorisation / signatory limits) from time to time, and make recommendations to the National Board.
- (l) Review annually the New Zealand Red Cross insurance coverage and provide recommendations to the National Board.
- (m) Review budgets, project proposals and any other financial matters when requested by the National Board. Provide comments and recommendations to the National Board when any review is completed.
- (n) Ensure that the Annual Operating Plan and Budget is prepared, reviewed and agreed in order to be recommended for approval by the Board.
- (o) Review the statutory accounts prior to their public release.
- (p) Alert the full National Board to any matters of concern.
- (q) Oversee management of the physical assets of New Zealand Red Cross.
- (r) Review performance against the Charter.

## 5F (2) People and Culture Committee

<b>Establishment</b>	The People and Culture Committee (the Committee) is a subcommittee of the New Zealand Red Cross National Board (the Board).
<b>Definitions</b>	<p>The <b>One Team culture</b> identifies the ideas, ways of operating and social behaviour we value in and across the Red Cross team – an accepted set of beliefs.</p> <p>This is set out in the Code of Conduct, which states who we are and how we should behave and links directly to the Red Cross Fundamental Principles, components, humanitarian values and personal skills needed.</p>
<b>Outcome</b>	<p>The Committee operates at a governance level. Its focus is on strategic issues, risk management and an outcomes focus to lift performance and make progress toward Strategy 2030.</p> <p>To assist the Board and Secretary General to ensure that all Red Cross people are safe, supported, respected, valued, recognised and able to contribute to the humanitarian aims of Red Cross through effective People policies, practices and systems.</p>
<b>Objectives</b>	<p>The Committee will:</p> <ol style="list-style-type: none"><li>a) Ensure meaningful and appropriate policies, systems and practices to support Red Cross people are in place.</li><li>b) Ensure meaningful and appropriate outcome measures are in place for reporting to the Board.</li><li>c) Advise the Board on the appointment, remuneration, employment conditions and performance management of the Secretary General.</li><li>d) Review the Secretary General’s recommendations on remuneration for the Executive Leadership Team.</li><li>e) Advise the Board on succession planning for Board members and Area Council members.</li></ol>

## Membership

The Board appoints at least three of its members to form the Committee.

The National President must be a member of the Committee.

The Board appoints a Chair from among the members of the Committee.

---

## Meetings of the Committee

A quorum of the Committee is at least two members, one of whom must be the National President.

The Committee may invite people to their meetings to give information and advice. This may include the Secretary General, members of the Executive Leadership Team, and by invitation, members of the People and Capability team, members and external advisers.

All Board members may attend meetings of the Committee. The Secretary General (and other members and staff) may not attend those portions of a meeting where they have a conflict of interest.

Reasonable notice and agendas of meetings are given to Committee members and all other Board members.

Meetings are held at least twice each calendar year. Meetings are scheduled to fit with reviews of Secretary General and the Executive Leadership Team remuneration as required by remuneration policies.

Minutes of all meetings are taken and included in the subsequent Board pack.

## Functions

The Committee reviews its Terms of Reference every two years. The Committee only takes action or makes decisions on behalf of the Board if mandated by a minuted resolution of the Board. The Committee recommends all other matters requiring a decision to the Board.

The functions of the Committee:

- a) Review succession planning, development, and personnel matters relating to the Secretary General, the Executive Leadership Team, the Board and Area Councils.
  - b) Assist the Board to appoint, appraise and advise on remuneration for the Secretary General and advise on the remuneration for the Executive Leadership Team based on the Secretary General's recommendation.
-

- c) Ensure a diverse and inclusive culture throughout the whole of New Zealand Red Cross.
- d) Provide advice to the Board on a Strategic People Plan which underpins the implementation of Strategy 2030. This will include advice on policy settings including Remuneration benchmarks and appropriate recognition for members.
- e) Ensure that meaningful people-focused outcomes are set for all Red Cross people and that appropriate policies, processes, systems (including technology), learning and development are in place to effectively and efficiently achieve them.
- f) Consider any other Red Cross people related matters that are referred to the Committee.

## 5F (3) International Committee

### 1. Purpose of the International Committee

On behalf of the Board of New Zealand Red Cross, prepare, monitor, make recommendations on and report on the international activities of New Zealand Red Cross (NZRC) within the context of the International Movement

### 2. Establishment

The committee will be established by the Board and will remain in place until such time as the Board decides.

### 3. Membership

Members of the committee shall be appointed by the Board. Membership of the committee will comprise a minimum of three National Board members and where possible rotation of Board members would be staggered to ensure continuity.

Members from outside the Board may be included from time to time and in particular person(s) with International Humanitarian Law interests.

The Board shall appoint a chair from among the members of the committee.

### 4. Meetings

The Committee will meet face to face at least twice a year and otherwise by teleconference when required.

### 5. Functions

- (a) Prepare in conjunction with staff from the international department of New Zealand Red Cross the criteria for the selection of programmes that NZRC will fund.
- (b) Review the annual International Humanitarian Assistance plan prepared by the international department of NZRC, and provide guidance to the Board on its adoption.
- (c) Review strategic documents produced by the Federation and the ICRC and information placed on 'Fednet' in order to make the Board aware of international issues.
- (d) Where there is an international component, monitor on behalf of the Board the implementation of pledges and commitments made by NZRC at international meetings.
- (e) Contribute to the development of the Red Cross/Red Crescent Movement's strategic policy documents relating to international programmes.
- (f) Where practical, participate in international briefings provided by Movement partners visiting New Zealand.
- (g) Through the Board provide an international report to the National Council.
- (h) Alert the National Board to any matters of concern or interest.
- (i) Record in its minutes details of the Disaster Relief Emergency Fund (DREF) payments approved by the Secretary General.

## 5F (4) Honours and Awards Committee

### 1. Objectives

The objectives of the Committee are to:

- identify and confirm that the nomination process and criteria are followed for all award nominations before recommending to the National Board for ratification.
- Encourage membership to identify and nominate members who deserve recognition for their service to New Zealand Red Cross.
- On the recommendation of the National Board, review the establishment and application process of awards detailed in the Members' Handbook (Section 5).

### 2. Establishment

The Honours and Awards Committee is a committee of the Board and established by the Board.

### 3. Membership

Members of the Committee are members of the National Board, appointed by the Board.

The numbers of the Committee will be no fewer than three, one of whom is the National President

The Board shall appoint a Chair from among the members of the Committee.

### 4. Meetings of the Committee

A quorum of members of the Committee shall be at least two, one of whom must be the Chair.

The Committee may have in attendance those members of management as it considers necessary to provide appropriate information and advice.

The Committee members are encouraged to use email for exchanging information about the nominations received about possible recipients of awards in advance of Committee meetings or recommendations

All board members shall be entitled to attend meetings of the Committee.

The Committee shall make decisions either at a face-to-face meeting or via circular resolution.

All members of the Committee have a vote and in the event of a split vote, the Chair shall have the casting vote (of any decision made by the Committee).

The Chair of the Committee should present a written report, inclusive of any recommendations made by the Committee to the Board.

### 5. Functions

The Committee does not take action, or make decisions on behalf of the Board, unless specifically mandated by a minuted resolution of the Board.

The Committee will review the appropriateness of the type of awards and their criteria on a regular basis, namely every two years.

The Committee will receive and check all applications for Honours and Awards and make a subsequent recommendation to the Board.

## **5F (5) Members' Handbook Committee**

### **1. Purpose of the Members' Handbook Committee**

On behalf of the National Board of New Zealand Red Cross, the Members' Handbook Committee is tasked to support the National President in keeping this important reference document up-to-date regarding current rules and to remain a guide for anyone searching for information. The Committee will advise and make recommendations to the National Board for its September board meeting.

### **2. Establishment**

The Committee will be established by the National Board and will remain in place until such time as the Board decides.

### **3. Membership**

Members of the Committee shall be appointed by the National Board. Membership of the Committee will comprise the National President (or their appointee), active Counsellors of Honour and any experienced members, up to four persons, plus the National President.

The National Board shall appoint a Chair from among the members of the Committee.

### **4. Meetings**

The Committee will meet face to face annually and by teleconference when required.

### **5. Functions**

- Propose changes, identify gaps and recommend text and content of the Handbook for adoption by the Board, or National Council if the change is substantive
- Any changes to the Constitution are co-ordinated by the National President or an appointed Handbook Committee member, with a suitably qualified Counsellor of Honour and the society's pro bono legal advisor. Any proposed changes are first submitted to the Joint Statutes Committee of the ICRC/IFRC before being formally adopted at a National Council Meeting, and registered in New Zealand before being updated within the Handbook.

## SECTION 6 Administration and Finance

- 6.1 Meeting procedures
- 6.2 Record keeping and archives
- 6.3 Financial management
- 6.4 Bank accounts and spending authority
- 6.5 Reimbursement of expenses
- 6.6 Property and assets
- 6.7 Insurance
- 6.8 Legacies
- 6.9 The New Zealand Red Cross Foundation
- 6.10 Grants
- 6.11 Business Partnerships
- 6.12 Local fundraising by Branches, Groups and members
- 6.13 Local fundraising – funds management
- 6.14 Donating funds to other organisations
- 6.15 Working together with other organisations
- 6.16 Privacy

Appendices to Section 6



## **6.1 Meeting procedures**

*Constitution: Articles 3.3; 3.6; 3.8; 4.8; 4.9*

For every formal meeting of any elected body, minutes must be taken, and approved, at the commencement of the following meeting.

While the Constitution provides for decisions to be made by majority vote, the aim should be to reach decisions by consensus.

Voting on any issue, except elections, is normally by show of hands unless any member calls for a written ballot. At meetings of the National Council, National Board and Area Councils, the Chair has a casting vote as well as a deliberative vote.

See also meeting procedures in Appendix 2F Branch, 3B Area Council and Appendix 5B National Board.

## **6.2 Record keeping and archives**

Meeting minutes, AGM minutes, reports, and financial records must all be filed as hard copy.

Accounting records (cashbooks, cheque butts and bank statements) must be kept for seven years. Minute books and other historical items must be archived in service centres or Red Cross House. Material stored in these archives is catalogued and can be accessed during office hours.

If Branches wish to deposit their records with a local Historical Society, they should first get approval from their Area Council. The Area Council will ensure that the records are suitable for storage, keep a record of this information and register where they are stored with Red Cross House.

## **6.3 Financial management**

Branches and Area Councils make an annual plan and budget (see 2.4.3).

Treasurers should prepare appropriate financial reports for each Branch or Area Council committee meeting.

Bank accounts are for current requirements only. Branches and Area Councils should use funds during the same year in which they were received/raised, and for the purposes for which they were raised.

### **6.3.1 Retaining funds at the end of the financial year**

At the end of the financial year some funds may be retained if they are for expenditure identified in the approved budget for the next year. Branches may retain up to \$10,000 and Area Councils up to \$15,000.

Area Councils may approve a Branch retaining up to \$15,000 if it is for a specific project, into a new financial year if it is for expenditure identified in the Branch approved budget. Branches use the form in Appendix 6B.

The National Board may approve retention of more than \$15,000 by a Branch or Area Council for a specific project or building fund. They should invest the funds with the Foundation, via Red

Cross

House or discuss options with the National Board. Interest must be added to any capital that is invested.

Any surplus accumulated from the interest of a specific legacy and unbudgeted for the coming year, is returned to the Legacy Fund and added to the principal of the legacy that provided the interest.

### **6.3.2 Contributing to good work**

Surplus funds not approved for retention must be sent to Red Cross House at the end of the financial year. This assists funding of national and international programmes.

Branches, Groups and Area Councils are encouraged to contribute to New Zealand Red Cross programmes throughout the year, not just at year end.

Area Councils apply the same principle to the Groups they assist, as they do in managing their own accounts.

Funds raised through the Annual Appeal and other nationally coordinated fundraising activities are banked into the National New Zealand Red Cross bank account, or through a service centre.

### **6.3.3 Financial reporting**

New Zealand Red Cross ends its financial year on 30 June, but Branches report their financial position at 31 May each year so their results can be incorporated into New Zealand Red Cross' consolidated reports.

Branch treasurers present the annual accounts (including a Statement of Income and Expenditure and a Balance Sheet) at their Branch AGM. Area Councils do the same for any funds they manage and any Groups they assist.

Finance at Red Cross House sets a date in July each year when treasurers of Branches and Area Councils need to send:

1. a copy of bank statements as at 30 June for each of their bank accounts
2. their annual financial return (except Branches that use Xero, who don't need to send a return)

Accounting by Branches and Area Councils must follow New Zealand generally accepted accounting practice. Branch treasurers may seek guidance on financial matters from their Area Council (see Appendix 3I).

### **6.3.4 Auditing**

If a Branch or Area Council's annual income is over \$50,000, the annual financial accounts must be audited by the New Zealand Red Cross auditor as part of the external audit of the Society. This is completed in July and August each year.

If a Branch or Area Council's annual income is between \$20,000 and \$50,000, it will be included in a cyclical schedule for auditing by the New Zealand Red Cross auditor. Branches with income less than \$20,000 will be considered for audit intermittently.

## 6.4 Spending authority and Bank accounts

### 6.4.1 Spending authority

Branches and Area Councils may incur operating expenditure if the expenditure is in a budget approved by the National Board, and unbudgeted expenditure does not exceed \$1000 in any one year. Groups have no financial responsibilities or bank accounts.

Area Councils may approve unbudgeted expenditure by a Branch up to \$15,000. The National Board must approve any unbudgeted expenditure in excess of \$15,000. Refer to the summary below and the full Delegated Financial Authorities Policy for more information.

#### Summary of Delegated Financial Authorities for Members

	National Board	Area Council	Branch Committee	Handbook Reference
Branch Operating Expenditure	Unbudgeted over \$10,000	Unbudgeted up to \$10,000. Budgeted as per annual plan	Unbudget up to \$1,000. Budgeted as per annual plan	6.4
Branch Expenditure on Land & Buildings	All	Nil	Nil	6.6.3
Branch Capital Expenditure other than Land & Buildings	Over \$15,000	Up to \$15,000	Nil	6.6.5
Branch Retention of Funds at financial year-end	Over \$15,000	Up to \$15,000	Up to \$10,000	6.3.4 6.3.5
Branch collaborative support to other organisations		Up to \$1,000		6.15

### 6.4.2 Bank Accounts

Bank accounts can only be opened and closed by a Branch or Area Council treasurer, with a resolution of their committee at a Branch or Area Council meeting. Details of any bank account opened by a Branch or Area Council must be recorded with Red Cross House within 30 days of the account opening.

Two signatories are needed for every bank account. A list of signatories and their spending authority must be approved and maintained by the Branch/Area Council committee and recorded in their minutes.

Online banking is the best way to make payment because it is safe and efficient. Accounts should be set up to require two authorised signatories for online transactions.

If Branches/Area Councils want to use an EFTPOS card, their committee should approve this. A maximum limit of up to \$500 may be held in the EFTPOS card account and a record of expenditure must be kept. The purpose of this account is to enable small transactions. Two signatories are needed to transfer money into that account.

Where appropriate, invoices for payment must be accompanied by authorised order forms.

## 6.5 Reimbursement of expenses

Any member may apply for reimbursement of actual and reasonable expenses incurred while undertaking voluntary work for New Zealand Red Cross. Expenses can only be reimbursed if the expenditure was approved before the goods or services were ordered or bought. Members must obtain approval from the person they report to (for example, an Activity Coordinator, Branch President, Area Council Chair, or Manager).

National Board, National Council and Area Council members are entitled to reimbursement for actual and reasonable travel, accommodation and other incidental expenses incurred on Board, or Area Council activities.

Reimbursement claim forms are available from service centres. Claim forms must be sent with attached receipts or other acceptable documentary evidence of expenditure, to the appropriate Branch Treasurer, Area Council Chair, service centre or Red Cross House.

The rate of reimbursement for use of a personal motor vehicle is as advised periodically by Red Cross House.

The National Board reserves the right to review expense reimbursement levels.

## 6.6 Property and assets

*Constitution: Articles 1.8 and 1.10*

All property (buildings, vehicles and assets) belongs to New Zealand Red Cross and is listed on a national asset register maintained by Red Cross House.

Areas, Branches and Groups are part of New Zealand Red Cross, not separate entities, thus they do not own property in their own right. Areas, Branches and Groups may have custody of New Zealand Red Cross property and assets in their stewardship.

Area Councils and managers in each area will agree on who is the most appropriate building manager in each situation. Where it's agreed that a Branch will be the building manager, the Branch may allow for management costs in their budget and accounts, or have provision made in the service centre budget.

Land and buildings may only be acquired, leased, or disposed of with the approval of the National Board.

Any purchase, lease, or disposal of assets other than land and buildings may be authorised by the Area Council up to a maximum value of \$10,000. The National Board must approve purchases or disposals over \$10,000. Any procurement of goods and services required by New Zealand Red Cross must follow the Procurement Policy.

## 6.7 Insurance

Insurance cover for all New Zealand Red Cross assets and purposes is arranged annually by Red Cross House, through New Zealand Red Cross' insurance broker.

Premiums will be budgeted for in the Red Cross House budget, so Branches do not need to account for this.

Appendix 6A lists the types of insurance policies New Zealand Red Cross has.

Insurance claim forms are available from area managers.

## 6.8 Legacies

New Zealand Red Cross receives legacies from people wishing to support the society. See Appendix 6C for definitions of legacies.

General Purpose Legacies are those that are left to New Zealand Red Cross. They form part of the total income of the society in the year they are received.

Specific Purpose Legacies are those legacies in which the testator has specified that they must be used for a particular purpose, or within a specific geographical area or by a particular Branch. These legacies are managed in accordance with the intentions of the testator and New Zealand Red Cross policy, and according to the appropriate delegated authority.

Legacies received are considered to be available for spending unless the wording of the legacy specifically provides for a legacy to be invested and the income alone to be used for the benefit of New Zealand Red Cross. All legacies received will be treated in accordance with the wishes of the testator.

Red Cross House acknowledges all legacies. Any bequest specifying a particular Branch or Area is notified so we comply with the donor's expectations of the testator are complied with. Any Branch receiving a bequest directly should invest the funds with the Foundation or report the use of the bequest using form 6E (Branches withdrawing Funds from the Foundation).

If a legacy is left to a region, Branch, Group or an activity that has ceased to exist, the Area Council will be consulted before the legacy is transferred to the society's general funds, to assist with implementing the testator's intended wishes.

## 6.9 The New Zealand Red Cross Foundation

*Constitution: Article 1.8.8.*

The New Zealand Red Cross Foundation was established in 1978 as an independent Trust. It aims to support and further the work of New Zealand Red Cross and to provide significant funding for its operations. A Board of Trustees is responsible for management of the Foundation and for overseeing its investment assets to ensure funding support continues sustainably.

From the net income earned during the year, the Foundation provides an annual grant to help meet the operating costs of Red Cross House. The balance of net income is added to the capital fund to assist continued growth of the investment funds.

The Foundation manages two funds:

- A Capital Fund that makes a distribution to New Zealand Red Cross annually, after making provision to maintain the real value of the fund.
- The Legacy deposits – which comprise Specific Purpose Legacies and other Branch Deposits.

Branch legacies are invested with the Foundation through Red Cross House. Red Cross House provides the Branch with confirmation of the deposit with the Foundation.

Branches receive interest quarterly on sums deposited with the Foundation. Interest payable is based on a floating interest rate calculated quarterly, based on the higher of:

- the six-month deposit rate for on-call and short term deposits. This interest rate will be based on the average interest rates being offered by the four major trading banks at the start of the quarter.
- The rate equal to 50% of the quarterly return of the Capital Fund investment portfolio.

The interest rate on deposits will be reset quarterly in arrears.

Branches are not permitted to invest funds anywhere but the Foundation, (authorities given as per 6.3). Branches must indicate the required term of the deposit, including the required withdrawal date, and include this in the Branch annual budget. At least 10 days notice is required to withdraw funds (Appendix 6E).

Branches must obtain approval from the National Board to withdraw legacy funds in excess of \$10,000 from the Foundation.

## **6.10 Grants**

*Constitution: Article 1.8.2*

Branches must consult with their Area Council and Area Lead before applying for grants from Trusts or other funding organisations. The Area Council via the Area Lead will consult with the national fundraising team at Red Cross House to avoid duplication and enable the national fundraising team to help with applications to ensure the best possible result. Where possible, proposed funding applications from Branches or Groups must be included in the Area Plan and Budget.

Authority levels associated with the authorisation of an application are detailed in the Delegated Financial Authorities Policy (FN05).

Two weeks before an application is submitted, a copy of the application documentation is sent to the national fundraising team so that it can be reviewed and put in a centralised record.

Branches deposit funds received from successful grant applications in their Branch bank account, and inform the national fundraising team. The bank issues an official receipt.

Funders may only use the New Zealand Red Cross name and logo, with agreement and in line with the Brand Standards and Emblem Policy (they may never use the red cross emblem).

The national fundraising team will help with completing associated accountabilities.

## **6.11 Business Partnerships**

Businesses can partner with New Zealand Red Cross in several ways. The most common ways include financial sponsorship or donation, goods in kind, specialist advice and support.

Partners' operations must be consistent with the Fundamental Principles and Values of New Zealand Red Cross. And partners must not exploit their support for New Zealand Red Cross through injudicious use of the New Zealand Red Cross name or the emblems.

If possible, proposed partnerships are included in the Annual Area Plan.

Before entering a partnership arrangement, Branches must consult with their Area Council and



area manager. The manager will inform the national fundraising team. If necessary, the national fundraising team and manager can provide support. A Partnership Form must be completed.

In sponsorship arrangements, New Zealand Red Cross can provide an invoice to the sponsor before payment and a letter of acknowledgement/thanks can be issued after a sponsorship. A tax deductible receipt is not issued in this case.

If a business partner makes donations on behalf of their customers, (for example, customers make donations at the point of sale) a letter of acknowledgement/thanks is sent rather than a tax deductible receipt.

### **6.12 Local Fundraising by Branches, Groups and members**

Branches, Groups and members may undertake a wide variety of local fundraising activities to support the work of New Zealand Red Cross. Money raised will fund the services and activities they run themselves, and also national and international programmes.

When sending funds to Red Cross House, Branches, Groups and members can choose from a list of options.

Area Councils, area managers and the national fundraising team may give advice about, and support for, fundraising activities, particularly those which have been done somewhere else in New Zealand.

### **6.13 Local Fundraising - funds management**

All monies received for New Zealand Red Cross purposes must be counted and receipted by two members and deposited in a bank as soon as possible. If outside bank trading hours, the money should be kept in a locked safe or in locked premises. This includes special appeals, both for domestic and international emergencies.

Funds raised for national and international programmes by Branches, Groups and members can be paid at any time into New Zealand Red Cross' national account, via a service centre. A Branch paying by cheque should send payment, with a cover letter, explaining the preference for the funds to be spent. The Branch will receive a receipt from the national fundraising team.

For Branch funds transferred by internet banking, use the Red Cross House fundraising bank account: 12-3192-0043737-00, with clear particulars included with the bank transfer. Information supporting the deposit should be emailed to the national fundraising team, who will then issue a receipt to the Branch.

All funds for transfer to the New Zealand Red Cross Foundation are sent via the service centre or deposited into the fundraising bank account.

### **6.14 Donating funds to other organisations**

Funds received for New Zealand Red Cross purposes may not be donated to another organisation or local community project unless the donation is consistent with the purpose for which the funds were received. Donors have given these funds to New Zealand Red Cross and so that is how they should be used, provided however, that if the funds are given for a specific purpose and it is believed that there is another organisation which may be better able to achieve that purpose, New Zealand Red Cross is able to provide those funds, whether by donation or otherwise, to that other organisation. Any such decision made by the National Board must be recorded in the minutes of the meeting at which the decision was made.

However, a Branch or Group may seek National Board approval to publicly join with other organisations to organise an activity, or raise funds for local community projects. Such requests must be in writing to their Area Council Chair and should include:

- A description of the joint project and explanation of how it aligns with New Zealand Red Cross' Mission
- The name and description of the potential partner
- Contact people at the potential partner organisation(s) and their contact details.

A Branch, with Area Council approval, may contribute up to \$1000 annually to a community organisation it works with, and has a clear and working relationship.

### **6.15 Working together with other organisations**

While New Zealand Red Cross places a very high value on independence and neutrality, it will often be beneficial to work in a variety of partnerships and relationships with other organisations to ensure maximum humanitarian reach and impact.

Therefore:

- All partnerships and collaborations must align with the Movement's Fundamental Principles.
- All potential partnerships, especially those involving money or the use of the emblem with or by a third party, should be assessed for risk before any action or formal agreement. Refer to the New Zealand Red Cross Brand Standards to ensure appropriate and effective use of the logo.
- Relationships and partnerships can be between a New Zealand Red Cross Branch, Group, Area Council and another person(s) or organisation(s) and should advance the Mission of New Zealand Red Cross of mobilising humanity, addressing vulnerability and enhancing community resilience.
- An agreement or contract must be used to help manage issues of independence (making it clear what New Zealand Red Cross is purchasing and the roles of each party), financial risk, performance (transparent milestones), and reputation risk.
- Even if a potential partnership does not involve financial commitment from New Zealand Red Cross, care should be taken to ensure that cooperative working relationships do not imperil New Zealand Red Cross' reputation or independence.

### **6.16 Privacy Officer**

The New Zealand Red Cross is required by law to appoint at least one Privacy Officer. The Privacy Officer needs to be familiar with the information privacy principles and the obligations under the Privacy Act 2020.

Under the Privacy Act 2020, the responsibilities of the Privacy Officer include (but are not limited to):

- encouraging compliance with the information privacy principles in the Privacy Act 2020
- dealing with requests made to the New Zealand Red Cross (such as requests to access and correct personal information)
- working with the Privacy Commissioner in relation to any investigations; and
- ensuring that the New Zealand Red Cross complies with the Privacy Act 2020.

The Privacy Officer will also have overall responsibility of the following (although these can be delegated to appropriate team members):

- train New Zealand Red Cross staff and members on privacy obligations
- manage privacy complaints
- assess potential privacy breaches; and
- manage the mandatory breach notification process.

## APPENDICES TO SECTION 6

- 6A Insurance policies
- 6B Application Form for a Branch to retain more than \$10,000 at the end of a financial year
- 6C Legacies – definitions
- 6D Application Form for a Branch to invest funds in the Foundation for a specific item/programme
- 6E Branches withdrawing funds from the Foundation

## Appendix 6A Insurance policies

The Area Lead will address any queries about Insurance.

Red Cross House arranges and pays for the following insurance cover on behalf of New Zealand Red Cross.

### Public Liability Insurance

Covers general liability (third party) for damages or injury happening in connection with New Zealand Red Cross business activities worldwide. Cover includes associated defence costs.

### Associations' Liability Insurance

Provides cover in three sections:

- Indemnifies New Zealand Red Cross officeholders for any loss arising from claims made by reason of wrongful acts committed in the course of their duties to New Zealand Red Cross provided that the officeholder is entitled to be indemnified by New Zealand Red Cross
- Reimburses New Zealand Red Cross for indemnity it has provided to officeholders for claims against New Zealand Red Cross for a wrongful act
- Protects New Zealand Red Cross for claims made by a third party alleging breach of its professional duty (professional indemnity).

A wrongful act can be broadly described as an actual or alleged breach of duty, breach of trust, neglect, error, incorrect statement, misleading statement or omission.

### Personal Accident Insurance

Insurance cover has been arranged for all members and staff while engaged in New Zealand Red Cross activities.

The policy makes the following provisions:

- Death Benefit \$25,000
- Other Benefits include, but are not limited to, a funeral benefit up to \$2000, loss of daily activities benefit \$25,000, trauma counselling benefit up to \$5000, dependent child supplement \$5000 per child/\$15,000 per family.
- Cover is worldwide, 24 hours per day, excluding transit to and from normal New Zealand Red Cross business addresses. However, in respect of people responding as part of the emergency response team, transit to and from New Zealand Red Cross normal business address is included
- Age limit – there is no age limit under the current insurance policy that is arranged with Chubb, although cover does reduce once a person reaches the age of 90. For persons aged 90 years or over, there is no benefit payable under Part A, Event 2 (Permanent Total Disablement). E.g. the Death Benefit cover is still available.
- Any benefit from this policy is in addition to ACC and relates primarily to lump sum payments. However, the Motor Vehicle Policy has no age limit providing the driver has a current drivers licence.

### Fidelity Insurance

This covers direct financial loss to New Zealand Red Cross in connection with acts of fraud, dishonesty, or criminal damage committed by New Zealand Red Cross staff. This cover does not apply to members.

## **Travel Insurance**

This provides comprehensive travel insurance for members and staff travelling overseas on New Zealand Red Cross business. The policy includes cover for personal accident, medical and additional cancellation expenses, loss of deposits, baggage, personal liability, rental vehicle excess reimbursement\* and political evacuation.

- Age limit – there is no age limit under the current insurance policy that is arranged with Chubb, although cover under Section 1 (Personal Accident & Sickness) does reduce once a traveller reaches the age of 75. Please contact the Property & Asset Manager to obtain information as to how the policy changes for travellers aged over 75 years of age.
- The Medical Costs Section includes cover for pre-existing medical conditions automatically. The sum insured is unlimited.
- The policy includes access to a 24/7 emergency assistance network in the event of a medical or other emergency.

Those travelling overseas on New Zealand Red Cross business must have clearance from Red Cross House, where further information is available.

\*Note – if it is necessary to hire a rental vehicle overseas, the Comprehensive Motor Vehicle Insurance offered by the rental car company must be taken out.

## **Statutory Liability Insurance**

The policy covers fines, or penalties imposed for unintentional breach of certain statutes e.g., the Resource Management Act, Building Act, Consumer Guarantees Act, Fair Trading Act, Privacy Act, and Health and Safety at Work Act 2015 (note: defence costs and reparation costs are insurable for the Health and Safety at Work Act only. Not fines or penalties). Cover includes associated defence costs.

## **Motor Vehicle Insurance - Excess and No Claims Bonus Reimbursement**

The policy includes cover for reimbursement of any policy excess and/or loss of no claims bonus (increase in premium grading) resulting from an accident to a vehicle used by a New Zealand Red Cross member or staff member, provided the accident occurred whilst on the business of New Zealand Red Cross. Any person wishing to process a claim should contact their service centre.

## **Material Damage and Business Interruption Insurance**

This covers accidental physical loss or damage to New Zealand Red Cross property (i.e., buildings, contents, stock) and as a result of insured damage, any flow on interruption or interference with New Zealand Red Cross business (i.e., loss of profit, additional costs).

## **Employers' Liability**

This covers New Zealand Red Cross liability for injury to members, or staff that falls outside the scope of ACC. Cover includes associated defence costs.

## **Cyber Liability**

This cover is in relation to the costs of recovery and legal costs.

**NOTE:** All of these policies have terms and conditions which have not been included in the above summary, and are reviewed and updated at regular intervals.

## Appendix 6B Application for a Branch to retain more than \$10,000 at the end of a financial year

Send the completed form to your Area Council by 15 April.

Area Councils may approve retention of up to \$15,000 (see 6.3.1). If an application is to retain more than \$15,000, the Area Council reviews it and sends it to the National Board by 1 May. Applications are discussed in the May Board meeting.

Date \_\_\_\_\_

Name of Branch:
How much money (over \$10,000) do you wish to retain?
Why do you wish to retain this money?
Is your planned use of this money in your Branch plan and budget for the coming year?
In which financial year will you spend the retained money?
Branch President's signature
Branch Treasurer's signature



## Appendix 6C Legacies - definitions

Refer to 7.8 Members' Handbook

### 1. General Purpose Legacies

Legacies that do not specify a particular purpose.

	Description	Example of wording
<b>National General Purpose Legacy</b>	A legacy made to New Zealand Red Cross with no restrictions as to how that gift may be used. These legacies are not made to a specific geographic area or Branch.	"I give \$50,000 to New Zealand Red Cross."
<b>Area General Purpose Legacy</b>	A legacy that specifies an area or geographical area within an area.	"I give \$50,000 to the Taranaki area of New Zealand Red Cross."

### 2. Specific Purpose Legacies

Legacies that *specify* a particular purpose.

	Description	Example of wording
<b>National Specific Purpose Legacy</b>	A legacy that does not specify a specific geographic area or Branch.	"I give \$50,000 to the New Zealand Red Cross to fund First Aid Training."
<b>Area Specific Purpose Legacy</b>	A legacy that specifies a New Zealand Red Cross area or geographical area within an area.	"I give \$50,000 to the Otago area of New Zealand Red Cross to fund First Aid Training."
<b>Branch Specific Purpose Legacy</b>	A legacy that specifies a New Zealand Red Cross Branch.	"I give \$50,000 to the Karori Branch."
<b>Branch and Activity Specific Purpose Legacy</b>	A legacy that specifies a New Zealand Red Cross Branch and an activity.	"I give \$50,000 to the Karori Branch of New Zealand Red Cross to fund youth programmes."

**Appendix 6D**

**Application for a Branch to invest funds in the Foundation for a specific asset/programme**

**To be sent to the Branch’s Area Council, and Red Cross House**

The Foundation manages legacy deposits. The finance team at Red Cross House manages the detail and breakdown attributed to each Branch and forwards the interest payments.

Date \_\_\_\_\_

Name of Branch:
How much money is to be deposited?
What is the specific capital item / project you want to use the money for?
When was the project approved?
What date is the money required from the Foundation?
Is this project in the Branch annual plan and budget?
Branch President’s signature:
Branch Treasurer’s signature:
Area Council Chair’s signature:

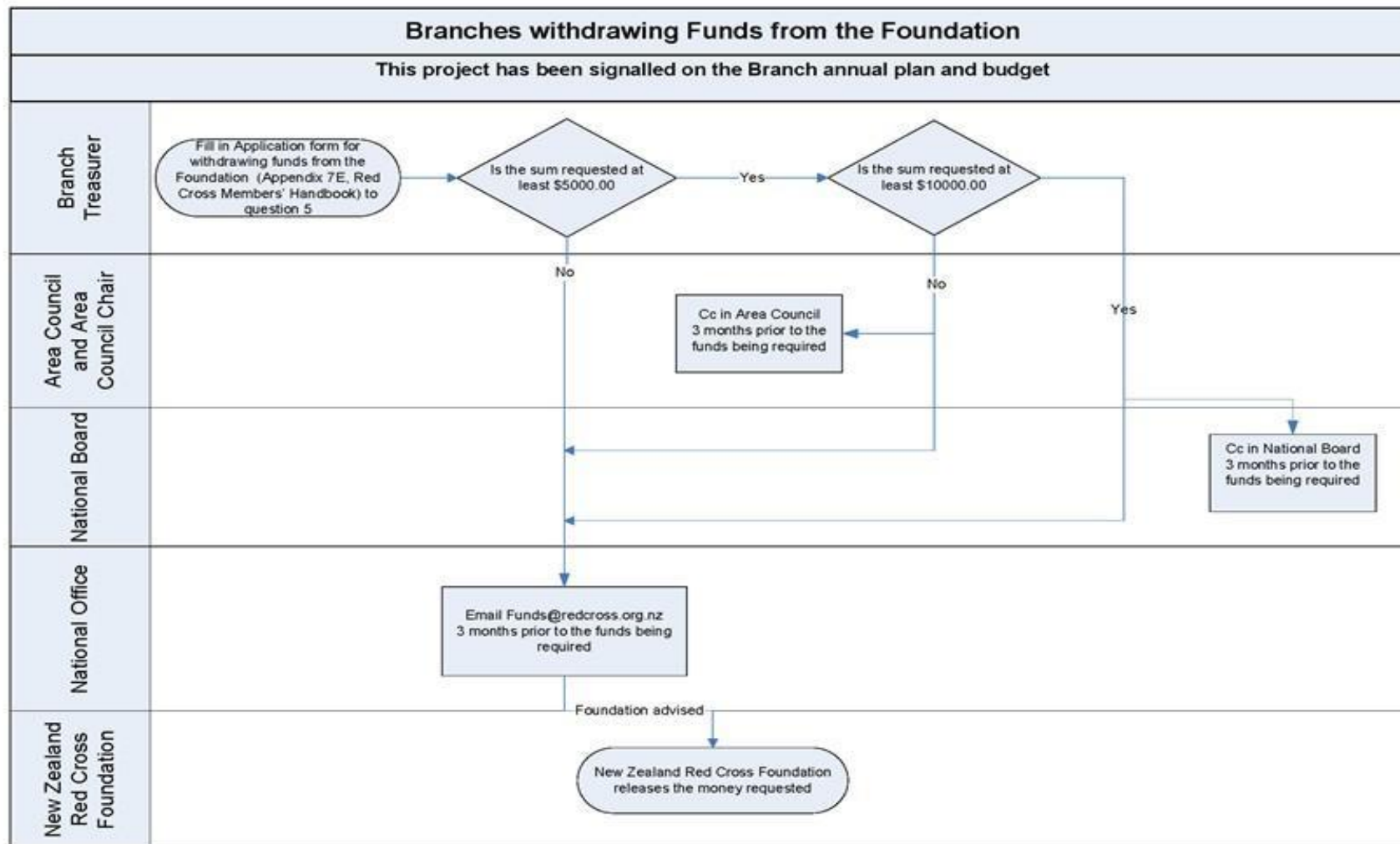
## Appendix 6E      Branches withdrawing funds from the Foundation

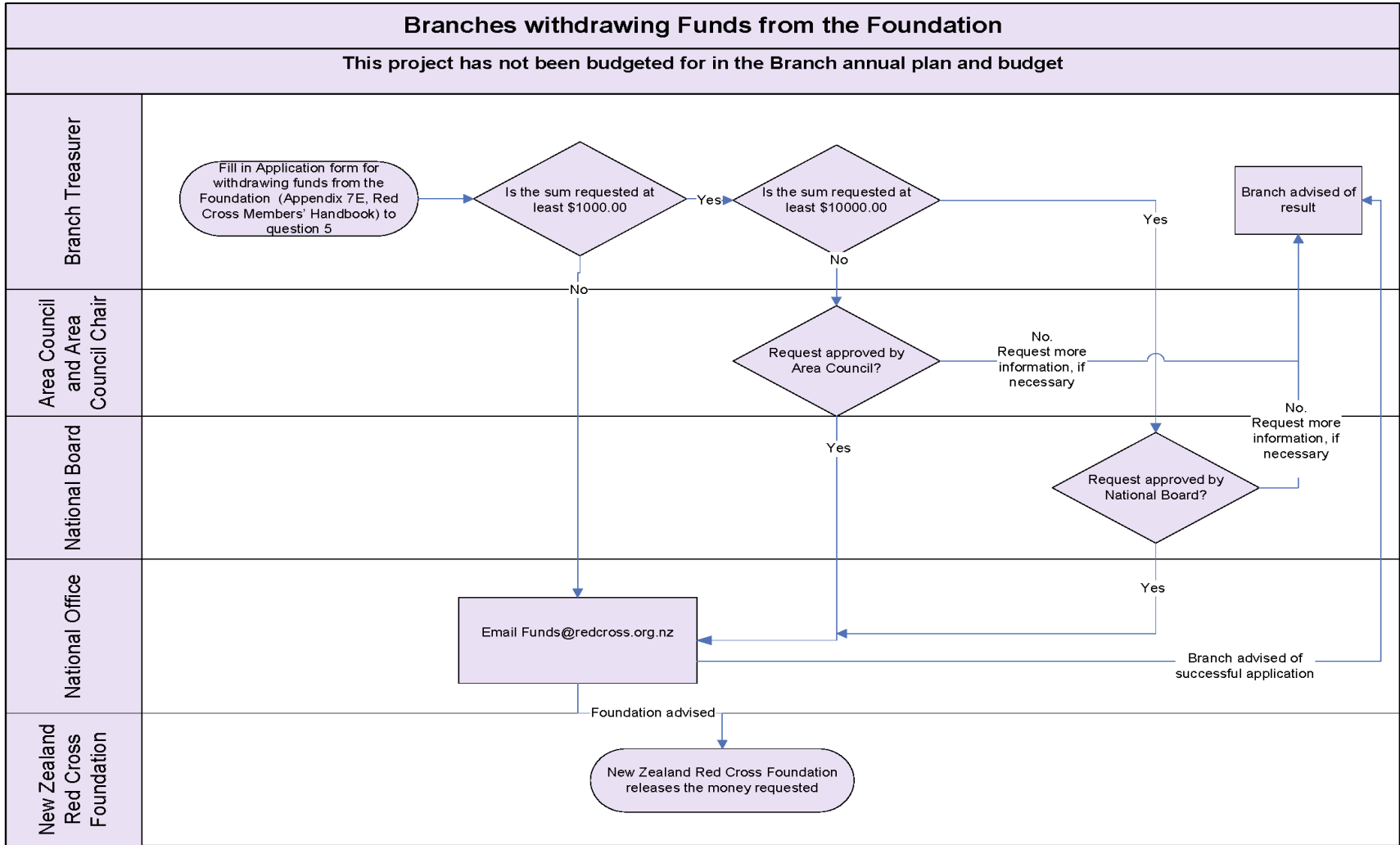
To be sent to the Branch's Area Council, and the National Board.

All withdrawals from the Foundation between \$1000 and \$10,000 need to be approved by an Area Council. Greater than \$10,000 need to be approved by the National Board. Please request any withdrawal three months before you want the money.

Date \_\_\_\_\_

Name of Branch:
How much money do you want to withdraw?
What purchase / project are you using the money for?
When was the purchase / project approved?
What date is the money required from the Foundation?
Is this purchase / project in the Branch annual plan and budget?
Branch President's signature:
Branch Treasurer's signature:
Area Council Chair's signature:
Endorsement for Funds greater than \$10,000, Board representative's signature
Board approval noted – National President's signature





## SECTION 7 New Zealand Red Cross Policies

Policies applicable to members are marked with an asterisk, and can be accessed on the New Zealand Red Cross website at the following link: [redcross.org.nz/about-us/information-members/](http://redcross.org.nz/about-us/information-members/).

### OFFICE OF THE SECRETARY GENERAL: Governance

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">G01</a>	Members' Handbook*	11/2021	09/2021	Nat President / SG	
<a href="#">G02</a>	Board Charter	11/2016	11/2015	Nat President / SG	
<a href="#">G03</a>	People and Remuneration Committee Terms of Reference	02/2023	02/2021	Nat President / SG	
<a href="#">G04</a>	International Committee Terms of Reference	05/2021	05/2020	Nat President / SG	
<a href="#">G05</a>	Audit & Risk Committee Terms of Reference	04/2020	04/2019	Nat President / SG	
<a href="#">G06</a>	Honours & Awards Committee Terms of Reference	02/2018	02/2017	Nat President / SG	
<a href="#">OR04</a>	Youth Participation Policy	08/2022	08/2019	Nat Youth Representative	OSG

### OFFICE OF THE SECRETARY GENERAL: Organisational

Code	Title	Review Due	Last Reviewed	Owner	Support
OR01	Business Continuity Plan		Being drafted	GMSS	
<a href="#">OR02</a>	Emblem Policy	06/2021	06/2018	SG	IHL Advisor
<a href="#">OR03</a>	Advocacy Policy	04/2018	04/2015	SG	
<a href="#">OR05</a>	Policy Framework	02/2025	02/2022	SG	OSG
<a href="#">OR08a</a>	Overarching Delegations Policy	04/2024	04/2021	SG	GM Organisational Services
<a href="#">OR08b</a>	Schedules – Delegated Financial Authorities and Employment Related Delegations	06/2024	06/2021	SG	GM Organisational Services
<a href="#">FN06</a>	Power of Attorney & Deed of Delegation Policy	04/2022	04/2019	SG	GM Organisational Services

### PEOPLE EXPERIENCE AND SUPPORT: People & Culture

Code	Title	Review Due	Last Reviewed	Owner	Support
	<b>Cessation of Employment</b>				
<a href="#">PC05</a>	Death in Employment Policy	08/2022	08/2019	GM People Experience and Support	Director People
<a href="#">PC06</a>	Leaving the Organisation Policy	06/2021	06/2018	GM People Experience and Support	Director People
	<b>Code of Conduct</b>				
<a href="#">PC07</a>	Code of Conduct Policy*	11/2022	11/2019	GM People Experience and Support	Director People

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">HD01</a>	Child Protection Policy*	06/2023	06/2020	GM People Experience and Support	Director People
	<b>Employee Assistance Programme</b>				
<a href="#">PC08</a>	Employee Assistance Programme Policy	11/2020	11/2017	GM People Experience and Support	Director People
	<b>Hours, Remuneration and Development</b>				
<a href="#">PC09</a>	Hours of Work Policy	10/2022	10/2019	GM People Experience and Support	Director People
<a href="#">PC10</a>	<b>Performance Management &amp; Development Policy</b>	11/2017	11/2014	GM People Experience and Support	Director People
<a href="#">PC11</a>	Remuneration Policy	11/2019	11/2016	GM People Experience and Support	Director People
<a href="#">PC12</a>	Reward & Recognition Policy	11/2017	11/2014	GM People Experience and Support	Director People
	<b>Leave</b>				
<a href="#">PC13</a>	Leave Management Policy	02/2021	02/2018	GM People Experience and Support	Director People
<a href="#">PC14</a>	Family Violence Leave Policy	09/2021	09/2018	GM Experience and Support	Director People
	<b>Problems in the Workplace</b>				
<a href="#">PC15</a>	Problem Resolution & Harassment and Bullying Policy*	11/2019	11/2016	GM People Experience and Support	Director People
<a href="#">PC16</a>	Protected Disclosures Policy	04/2021	04/2018	GM People Experience and Support	Director People
<a href="#">PC17</a>	Performance & Disciplinary Policy	10/2022	10/2019	GM People Experience and Support	Director People
	<b>Recruiting and commencing employment</b>				
<a href="#">PC18</a>	Recruitment & Selection Policy	02/2021	02/2018	GM People Experience and Support	Director People
<a href="#">PC19</a>	Employment Agreement Policy	11/2020	11/2017	GM People Experience and Support	Director People
<a href="#">PC20</a>	Internship Policy	10/2020	10/2017	GM People Experience and Support	Director People

## PEOPLE EXPERIENCE AND SUPPORT: Health, Safety & Wellbeing

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">PC01</a>	Health Safety and Wellbeing Management System Framework*	12/2020	12/2017	GM People Experience and Support	Director People
<a href="#">PC02</a>	Managing Staff Wellbeing during a Pandemic Policy	12/2017	12/2014	GM People Experience and Support	Director People
<a href="#">PC03</a>	Return to Work Policy	08/2019	08/2016	GM People Experience and Support	Director People
	<b>Background Checks</b>				
<a href="#">PC04</a>	Background Check Policy*	12/2019	12/2016	GM People Experience and Support	Director People
<a href="#">HSW05</a>	Vaccination Policy	01/2023	01/2022	GM People Experience and Support	Director People
<a href="#">HSW06</a>	Smoke-free Policy*	09/2025	New 08/2022	GM People Experience and Support	Health, Safety and Wellbeing Manager
<a href="#">HSW07</a>	Safe Driving Policy	09/2025	New 08/2022	GM People Experience and Support	Health, Safety and Wellbeing Manager

## ENGAGEMENT AND ENTERPRISE: First Aid and Retail

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">SE02</a>	Copyright Policy	07/2018	07/2015	GM Engagement and Enterprise	

## ENGAGEMENT AND ENTERPRISE: Communications and Marketing, Fundraising

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">FC01</a>	Media Communications Policy*	10/2023	10/2020	GM Engagement and Enterprise	
<a href="#">FC02</a>	Brand Policy*	05/2023	05/2020	GM Engagement and Enterprise	
<a href="#">FC03</a>	Social Media Policy*	10/2023	10/2020	GM Engagement and Enterprise	
<a href="#">FC05</a>	Community Partnerships*	10/2021	10/2018	GM Engagement and Enterprise	
<a href="#">FC06</a>	Special Appeals Policy*	09/2024	09/2021	GM Engagement and Enterprise	
<a href="#">FC07</a>	Trusts and Foundations Policy	10/2021	10/2018	GM Engagement and Enterprise	
<a href="#">FC08</a>	Corporate Partnerships Policy	10/2021	10/2018	GM Engagement and Enterprise	
<a href="#">FC09</a>	Ambassadors and Influencers Policy	02/2022	02/2019	GM Engagement and Enterprise	

## ORGANISATIONAL SERVICES: Finance, Property and Assets, Risk and Contracts

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">FN01</a>	Purchase Card Policy (P Card)	03/2025	05 / 2022	GM Organisational Services	Mgmt Acct Team Leader
<a href="#">FN03</a>	Handling Cash & Donations at	01/2020	01/2017	GM Organisational	Fin Acct Team



	Branches Policy*			Services	Leader
<a href="#">FN05</a>	Fraud Policy*	05/2022	05/2019	GM Organisational Services	Mgmt Acct Team Leader
<a href="#">FN07</a>	Procurement Policy*	07/2024	06/2021	GM Organisational Services/	Property & Asset Mgr
<a href="#">FN08</a>	Property Valuation Policy	06/2021	06/2018	GM Organisational Services	Property & Asset Mgr
<a href="#">FN09</a>	Reserves Policy	06/2025	02/2022	GM Organisational Services	
<a href="#">FN10</a>	Legacies Policy	09/2021	09/2021	GM Organisational Services	
<a href="#">OR06</a>	Risk Management Framework	06/2023	06/2020	GM Organisational Services	Risk Adviser
<a href="#">OR07</a>	Risk Management Policy	06/2023	06/2020	GM Organisational Services	Risk Adviser
	<b>Travel and Transport</b>				
<a href="#">PC21</a>	Travel Policy	04/2019	04/2016	GM Organisational Services	Risk Adviser
<a href="#">PC22</a>	Motor Vehicle Policy	11/2017	11/2014	GM Organisational Services	Risk Adviser
	<b>Privacy</b>				
<a href="#">PC24</a>	Privacy Policy*	10/2023	10/2020	GM Organisational Services	

#### ORGANISATIONAL SERVICES: IT

Code	Title	Review Due	Last Reviewed	Owner	Support
<a href="#">ITO1</a>	IT Policy	07/2018	07/2015	GM Organisational Services	Chief Information Officer

#### MIGRATION

Code	Title	Review Due	Last Reviewed		
<a href="#">MP01</a>	Professional Supervision Policy and Procedures		11/2012	GM Migration	
<a href="#">MP02</a>	RS Client Record Keeping Policy	02/2023	02/2020	GM Migration	
<a href="#">MP03</a>	Closure of Cases Policy	02/2023	02/2020	GM Migration	
<a href="#">MP04</a>	Sharing Client Information Policy	02/2023	02/2020	GM Migration	

## **SECTION 8            International Red Cross**

- 8.1      International Red Cross and Red Crescent Movement and the Fundamental Principles
- 8.2      International Committee of the Red Cross and International Humanitarian Law
- 8.3      International Federation of Red Cross and Red Crescent Societies
- 8.4      National Red Cross and Red Crescent Societies
- 8.5      Special appeals
- 8.6      Delegates
- 8.7      International communications and representation

Appendices to Section 8

## **8.1 The International Red Cross and Red Crescent Movement and the Fundamental Principles**

The International Red Cross and Red Crescent Movement (Movement) is made up of the National Red Cross and Red Crescent Societies (national societies), the International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies (IFRC).

See Appendix 8A for a brief description of the Statutory Bodies of the Movement.

The 20th International Conference of the Red Cross and Red Crescent (International Conference), Vienna, 1965, originally proclaimed the Fundamental Principles of the Movement. These were adopted in a revised form by the 25th International Conference, Geneva, 1986. They are in the introduction to the New Zealand Red Cross Constitution.

## **8.2 International Committee of the Red Cross and International Humanitarian Law**

Constituted in 1863 as an independent humanitarian organisation, ICRC aims to ensure that victims of armed conflicts, internal disturbances, and tensions receive protection and assistance.

The ICRC has a maximum of 25 co-opted members, all of Swiss nationality. As a neutral and independent intermediary, ICRC may take any initiative which comes under its mandate.

ICRC is the guardian of the Fundamental Principles and is responsible for recognising newly constituted National Societies. New Zealand Red Cross was incorporated as a National Society on 22 December 1931 and recognised by the ICRC in February 1932.

The ICRC promotes International Humanitarian Law (IHL), in particular the four Geneva Conventions of 1949 and their Additional Protocols of 1977 and 2005. ICRC assumes the duties assigned to it by these and other international treaties, and works for their application, comprehension and dissemination. It also encourages the development of IHL. See Appendix 8B The Fundamental Rules of International Humanitarian Law applicable in armed conflicts.

## **8.3 International Federation of Red Cross and Red Crescent Societies**

IFRC is the 'umbrella' organisation for all national societies and encourages the creation and development of national societies in countries throughout the world. It also:

- advises and assists national societies in the development of their humanitarian activities
- organises and coordinates international disaster relief
- encourages the adoption of national disaster-preparedness plans.

## **8.4 National Red Cross and Red Crescent Societies**

Today there is a national society in almost every country in the world.

National societies must fulfil strict conditions to achieve recognition by ICRC and obtain IFRC membership. In particular, they must:

- Be recognised by their respective legal governments as voluntary aid societies auxiliary to the public authorities in the humanitarian field

- Be constituted in the territory of a State that is party to the Geneva Conventions
- Respect the Fundamental Principles of the Movement.

## 8.5 Special appeals

From time to time, as the need arises, a special appeal may be opened by the National President and the Secretary General for international or national disasters. See Appendix 8D International Special Appeals Policy.

## 8.6 Delegates

1. New Zealand Red Cross responds to requests from ICRC and IFRC for personnel (known as delegates) for overseas assignments. Only candidates who have successfully completed the New Zealand Red Cross interview and training process are proposed.
2. Applicants normally apply online or through Red Cross House.
3. If Areas, Branches or Groups want a delegate to speak at a meeting they should talk to their area manager.

## 8.7 International communications and representation

All communications (by letter or email) received from other parts of the Movement, or generated by New Zealand Red Cross are governed by the Statutes of the Movement. Article 4(2) of those Statutes states:

*[A society shall] "be the only National Red Cross or Red Crescent Society of the said State and be directed by a central body which shall alone be competent to represent it in its dealings with the other components of the Movement."*

This means that all international communications and representation on behalf of New Zealand Red Cross must be sanctioned by the National President or Secretary General. See Appendix 8E International Correspondence and Communications, and Appendix 8F International Representation for procedures.

## APPENDICES TO SECTION 8

- 8A Statutory bodies of the International Red Cross and Red Crescent Movement
- 8B Fundamental Rules of International Humanitarian Law (IHL) applicable in armed conflicts
- 8C History of the emblems of the International Red Cross and Red Crescent Movement
- 8D International Special Appeals Policy
- 8E International correspondence and communications
- 8F International representations

## **Appendix 8A      Statutory bodies of the International Red Cross and Red Crescent Movement**

Every two years the General Assembly of the IFRC meets. It is followed by the Council of Delegates.

Every four years the International Conference follows the two meetings above.

### **1.      The International Conference of the Red Cross and Red Crescent (International Conference)**

The International Conference is the supreme deliberative body for the Movement. The members of the International Conference are delegations from:

- The National Societies
- The ICRC
- The IFR
- The States who have ratified the Geneva Conventions.

Each delegation has one vote.

The International Conference normally meets every four years to examine and decide upon humanitarian matters of common interest and any other related matters.

### **2.      The Council of Delegates of the International Red Cross and Red Crescent Movement (Council of Delegates)**

The Council of Delegates is the assembly of the Movement's components to discuss humanitarian matters that concern the Movement as a whole. The members of the Council of Delegates are delegations from:

- The National Societies
- The ICRC
- The Federation.

Each delegation has one vote.

The Council of Delegates meets after every General Assembly of the IFRC and in the same location. When coinciding with the International Conference, the Council of Delegates meets before the International Conference.

Decisions can be made at the International Conference and Council of Delegates that bind national societies. Whenever possible, decisions are taken by consensus.

### **3.      The General Assembly of the International Federation of Red Cross and Red Crescent Societies (General Assembly)**

The General Assembly is the supreme governing body of the IFRC and comprises the member national societies. Each national society has one vote.

The General Assembly meets once every two years to address humanitarian issues that concern the IFRC as a whole. When coinciding with the International Conference, the General Assembly meets in the same location.

Decisions at the General Assembly are normally reached by consensus. However, if this cannot be reached, a vote is taken. The decision, if adopted, binds all national societies.

#### **4. The Standing Commission of the Red Cross and Red Crescent (Standing Commission)**

The Standing Commission is the trustee of the International Conference between International Conferences. It manages matters relating to the next International Conference and the Council of Delegates. There are nine members of the Standing Commission:

- Five members elected by the International Conference
- Two representatives from the ICRC, one of whom is the President
- Two representatives from the IFRC, one of whom is the President.

It usually meets at least twice a year.

#### **5. The Governing Board of the International Federation**

The Governing Board is a Group of 26 members elected at the General Assembly, comprising:

- A President (elected in a personal capacity), who chairs the General Assembly and the Governing Board
- Vice Presidents, four elected (one per region) and one ex-officio appointed by the Swiss Red Cross.
- 20 elected national society members (five members per region).

The Board meets regularly between meetings of the General Assembly. Its role is to govern the IFRC between General Assembly meetings and to oversee and direct the Secretary General.

Usually, policies are adopted at a General Assembly, but if a matter is urgent a policy can be adopted by the Governing Board.



## Appendix 8B Fundamental rules of International Humanitarian Law (IHL) applicable in armed conflicts

- Persons hors de combat (persons who are no longer engaged in combat) and those who do not take a direct part in hostilities are entitled to respect for their lives and physical and moral integrity. They shall in all circumstances be protected and treated humanely without any adverse distinction.
- It is forbidden to kill or injure an enemy who surrenders, or who is hors de combat (no longer engaged in combat).
- The wounded and sick shall be collected and cared for by the party to the conflict, which has them in its power. Protection also covers medical personnel, establishments, transports and material. The emblem of the Red Cross, Red Crescent, or Red Crystal is the sign of such protection and must be respected.
- Captured combatants and civilians under the authority of an adverse party are entitled to respect for their lives, dignity, personal rights and convictions. They shall be protected against all acts of violence and reprisals. They shall have the right to correspond with their families and to receive relief.
- Everyone shall be entitled to benefit from fundamental judicial guarantees. No one shall be held responsible for an act they have not committed. No one shall be subjected to physical or mental torture, corporal punishment, or cruel or degrading treatment.
- Parties to a conflict, and members of their armed forces do not have an unlimited choice of methods and means of warfare. It is prohibited to employ weapons or methods of warfare of a nature to cause unnecessary losses or excessive suffering.
- Parties to a conflict shall at all times distinguish between the civilian population and combatants in order to spare civilian population and property. Neither the civilian population as such, nor civilian persons shall be the objects of attack. Attacks shall be directed solely against military objectives.

This text is not vested with the authority of an international legal instrument, but it summarises the fundamental rules on International Humanitarian Law applicable in armed conflicts. Its sole purpose is to facilitate their dissemination.

## Appendix 8C The history of the emblems

- 1859 Henry Dunant witnessed the Battle of Solferino and noted that the army medical services could not tend to the wounded. One of the reasons was that a uniform emblem did not distinguish them as easily identified by all parties to the conflict.
- 1863 An international conference in Geneva adopted a red cross on a white background as the distinctive sign for relief societies for wounded soldiers.
- 1864 The first-ever Geneva Convention was adopted: the red cross on a white background was officially recognised as the distinctive sign of the medical services of armed forces.
- 1876 - 1878 During the Russo-Turkish War fought in the Balkans, the Ottoman Empire decided to use a red crescent on a white background in place of the red cross. Egypt also opted for the red crescent and Persia subsequently chose a red lion and sun on a white background. These States made reservations to the Conventions and their exceptional signs were then written into the 1929 Geneva Convention.
- 1949 Article 38 of the First Geneva Convention of 1949 confirmed the emblems of the red cross, the red crescent and the red lion and sun on a white background as the protective signs for the army medical services.
- 1965 The 20th International Conference adopted the 'Regulations on the use of the Emblem of the Red Cross or Red Crescent by the National Societies' to stipulate the different ways the Emblems can be used by national societies in keeping with International Humanitarian Law and the Fundamental Principles.
- 1980 The Islamic Republic of Iran decided to give up the red lion and sun and use the red crescent in its place.
- 1982 The International Federation of Red Cross and Red Crescent Societies adopted as its emblem the red cross and red crescent on a white background.
- 1991 The Council of Delegates revised the 'Regulations on the use of the Emblem of the Red Cross or Red Crescent by the National Societies' to enable national societies to expand their sources of income without prejudice to the emblems.
- 2005 States, party to the Geneva Conventions, adopted a Third Additional Protocol to the Geneva Conventions at a diplomatic conference in Geneva, thus establishing the red crystal as an additional distinctive Emblem.
- 2006 The 29th International Conference amended the Movement's statutes to incorporate the new emblem and formally adopted the name Red Crystal. As a result of the change in the Statutes, both the Magen David Adom in Israel and the Palestine Red Crescent simultaneously joined the Movement.
- 2009 The Council of Delegates adopted the 'Study on the Operational and Commercial and other Non-operational Issues Involving the Use of the Emblems' to address the most difficult questions associated with the use of the emblems and to clarify some aspects of the 1991 Emblem Regulations.

Reference documents include:

- 1 - 31-08-1992 Article, International Review of the Red Cross, No. 289, 19920830-rcrc-emblem-regulations
- 2 - icrc – 001 – 4057 Study on the Use of the Emblems (reference document)
- 3 - International Review of the Red Cross, Vol 91, No. 876, December 2009, By: Baptiste Rolle and Edith Lafontaine
- 4 – 2016-02 Branding Toolkit RCRC Emblems and Logos, ICRC

## **Appendix 8D      International Special Appeals Policy**

### **Scope of policy**

This policy relates to events causing major human tragedy, either as a result of sudden disasters such as tropical cyclones and technological accidents or resulting from conflicts.

### **Authorisation**

Only the National President and Secretary General may authorise the launch of a special appeal. They do so either on their own initiative or on instructions from the National Board.

### **Criteria**

The criteria for determining whether or not an international special appeal will be launched include:

- The existence of an IFRC and/or ICRC international appeal
- The event having particular significance to New Zealand because it is located nearby or the affected country has a 'special' relationship with New Zealand

### **Participants**

Red Cross House, Area Councils, Branches, and members participate in any International Special Appeal launched by New Zealand Red Cross. Red Cross House coordinates special appeals.

### **Ending the appeal**

The National President and Secretary General close the special appeal when they believe it is appropriate. Factors that may prompt this decision are:

- An indication from the Movement that no further international assistance is required
- Declining public or government response in support for the appeal
- The financial target for the appeal has been reached.

## Appendix 8E International correspondence and communications

### Incoming correspondence and communications

If a Branch, Group or Area Council receives any unsolicited correspondence or communication from any other component of the Movement (another national society, the ICRC, or the IFRC), they should forward this correspondence to the Secretary General at Red Cross House.

This includes any correspondence relating to:

- Appeals for material or financial support
- Requests to visit New Zealand Red Cross
- Invitations for New Zealand Red Cross to visit another society.

### Exception

A Branch or Group may adopt and support a particular delegate by corresponding with them regularly.

### Outgoing communications

If a Branch, Group or Area Council seeks general information about another component of the Movement, they should first explore the material held on websites that can be found by visiting [www.ifrc.org](http://www.ifrc.org) or [www.icrc.org](http://www.icrc.org).

If this is inadequate, they may ask for further information through the Secretary General, copying the National President in their request.

A Branch, Group or Area Council may wish to directly contact another component of the Movement when the matter relates to:

- The support of off-shore programmes
- Visits to or from other national societies or other components of the Movement
- International representation.

In these cases, consult the National President, copying the Secretary General.

## **Appendix 8F      International representations**

### **Official international travel**

Members who travel internationally as part of their responsibilities within New Zealand Red Cross are considered to be official representatives. They must know the nature and limits of their representation, and receive the appropriate briefings before their departure. They may not commit New Zealand Red Cross to any programme, funding, material or other support, without the prior explicit approval of the National President or Secretary General.

### **Private international travel**

New Zealand Red Cross people travelling overseas in a private capacity often wish to visit another component of the Movement. Letters of introduction must be arranged through Red Cross House. Visits to operational delegations of the IFRC, ICRC, or to national societies engaged in relief operations must be approved by the National President or Secretary General.

### **International visitors**

New Zealand Red Cross receives requests to host individuals or delegations from other national societies. Depending on the itinerary of the visitors, an Area, Branch or Group may be asked to assist with this hospitality. Any expenses are normally borne by the hosting Area, Branch or Group, although Red Cross House, in exceptional circumstances, may provide some financial assistance.