

## Meeting Notes from Tautoko Network Meeting

July 2021

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### Policy and Procedures

Thanks to those who joined us for this very interesting session with the DIA Team, Liz and Riwia. It certainly gave us plenty to think about.

#### Here are some 'highlights'

**Governance policies** - designed, endorsed and monitored by the board. e.g. an organisation's mission statement.

**Operational policies** - designed, endorsed and monitored by management, e.g. an organisation's policy on computer use.

### Governance

#### Core roles

The role of a committee/board has four main aspects:

- Looking forward - designing the future
- Looking back - being accountable for the organisation's performance
- Looking out - acting on behalf of the committee/board's stakeholders
- Looking in - being a good employer.

#### **Policies are the guiding principles by which an organisation is run.**

They set out a group's kaupapa and tikanga (the core values and principles), and the processes by which the group operates.

- ensure that the cash resources of our organisation are managed in accordance with processes that meet financial audit requirements.
- •clarify the organisation's mission, values and strategic direction
- •provide boundaries and instructions for appropriate action
- •provide guidelines to ensure consistent decision-making
- •provide a consistent response to commonly occurring events
- •define membership priorities and standards
- •ensure the group is accountable, safeguarding it from possible legal problems or criticism.

A **conflict of interest** is any situation where a person's personal interest or loyalties could affect their ability to make a decision in the best interest of the charity. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

### Health and safety

All organisations must comply with the Health and Safety in Employment Act 2015. This Act promotes the prevention of harm to all people at work and to others who are in, or in the vicinity of, workplaces. It requires employers and others to maintain safe working environments and to implement sound practices.

### **A volunteer policy**

Volunteers play a major role in community groups 90 per cent of New Zealand not-for-profit organisations rely solely on volunteer labour and more than one million New Zealanders are involved in some form of voluntary work.

- acknowledges the contribution volunteers make to the organisation
- sets out procedures that guide the recruitment of volunteers
- describes how volunteers are managed, and
- defines the roles and responsibilities of volunteers.

### **Resources available:**

<http://www.community.net.nz/resources/community-resource-kit/contents-of-the-community-resource-kit/>

### **Document control**

Are your documents maintained, up to date, fit for purpose. Documents include procedures, processes, policies. Need help? Riwia from DIA can spend a day with two people from your organisation undergoing a Document Control Workshop. Contact her at [riwia.apanui@dia.govt.nz](mailto:riwia.apanui@dia.govt.nz).