



OLIVES NEW ZEALAND INC

EXECUTIVE COMMITTEE (EC) PROCEDURES & GOVERNANCE

1. PURPOSE

- 1.1 ONZ Rules set out broad objects, powers and responsibilities, membership and meeting rules.
- 1.2 The following guidelines are intended to collate the framework and procedures under which the EC operates and to expand the Rules where it is deemed appropriate.
They are also intended to assist the EC to effectively represent the membership and achieve ONZ objects (Rule 4).
- 1.3 These guidelines will be reviewed every 2 years by the EC.

2. OBJECTS/STRATEGIC PLAN

- 2.1 Rules 4 sets out the Objects and the Mission Statement. This has been developed into the medium term Strategic Plan and to Business Plans being the 1st, 2nd and 3rd years of the Strategic Plan.
- 2.2 Each year in February/March the Strategic Plan will be reviewed by the EC and the Regional Council at a combined meeting.
- 2.3 The revised Strategic Plan will then be sent to all members as a draft for their inputs. Following any adjustments, the Strategic Plan will be issued on the website.
- 2.4 The Annual Plan is reviewed in May each year prior to 12 month budget meetings so that Plan costs and revenues line up with the financial year 31 July.

3. EXECUTIVE COMMITTEE & REGIONAL COUNCIL

- 3.1 Rule 13 clearly sets out structure, nominations, procedures, terms of office

4. EXECUTIVE OFFICER (EO)

- 4.1 Rule 14 sets out the broad duties of the EO.
- 4.2 The broad duties of the EO have been expanded in to a Position Description which sets out specific accountabilities and authorities.
- 4.3 Every year the President and the Vice President will conduct a performance review with the EO. Performance aspirations for the past

year will be discussed and new performance targets established for the year ahead.

The Position Description will be reviewed and updated as required.

5. FINANCIAL/TREASURY

- 5.1 Rule 14.3 requires the EO to keep all books and records in order to comply with the Incorporated Societies Act.
- 5.2 The EC has established the position of Treasurer (Rule 13.2) who has the delegated function of completing financial accounts and submits regular accounts actual/budget to the EC for consideration at EC meetings and annual accounts to the AGM.
- 5.3 Annual accounts are to be audited by an independent auditor who is a member of the NZICA.
- 5.4 Rules 15 and 16 set out financial provisions, control and investment of ONZ funds and borrowing powers of ONZ.
- 5.5 Rule 15.9 states that any surplus funds shall be invested with any trading bank or in such securities that are authorised securities for the investment of trust monies.
The EC has resolved (11.8.08) that until further notice **all** ONZ funds are to be invested in either, ASB, ANZ, BNZ or Westpac banks but not in any other security.

6. MEETINGS

- 6.1 Rules 13.6 and 13.7 set out meeting procedures.
- 6.2 An EC meeting calendar is set annually and an EC work plan (built from the Business Plan) is incorporated into the meeting calendar.
The aim is to establish priorities and to communicate these to all members (on the website) so as to allow for maximum inputs.
- 6.3 EC meeting effectiveness:
 - agree priorities for topics on every meeting agenda;
 - allocate time to discussion line with priorities;
 - ensure every agenda item is supported by adequate documentation;
 - prioritise the sequence of topics in each agenda;
 - avoid using the meeting to convey “matters for information.”
- 6.4 Minutes of meetings to be long i.e. the views of individual EC members to be recorded so that members can follow the discussions and are better informed about the decisions being made.
- 6.5 EC meeting evaluation
Self evaluation questionnaires (Appendix 4) are to be completed by EC members each year.
EC is to meet each February to evaluate effectiveness of both the EC meeting procedures and performance, and to use these conclusions to initiate improvements.

7. MEMBER RELATIONS

- 7.1 The EC aims to foster constructive transparent relationships with members that encourage them to engage.

- 7.2 ONZ will have clear, published policies and will regularly review practice, aiming to clearly communicate strategies and the performance of the ONZ Communications Plan.

8. MEMBER INTERESTS

- 8.1 The EC should respect the interests of members..
- 8.2 The EC should have clear policies for relationships with members bearing in mind distinctions between large and small producers, exporters and processors.
- 8.3 The EC should regularly assess compliance with these policies to ensure conduct towards members complies with sound ethics and the law, and is within broadly accepted social, environmental and ethical norms.
- 8.4 ONZ in its Annual Report should inform the members of activities and performance including on how they have served the interests of their members.