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P.A.C.I.F.I.C.A Inc. AGM  
1983

## National Executive Committee's Handbook.

The National Executive Committee is the representative voice of the branches and members of P.A.C.I.F.I.C.A. Inc.

The National Executive Committee is responsible for the management and administration of P.A.C.I.F.I.C.A. Inc. nationally and it shall be guided in all its activities by the Constitution of the organisation. It must account for its performance to both the Council and the Annual General Meeting.

The executive may from time to time call on other members to represent the interests of the organisation to external interests that include both Government and non-government organisations. In all representative duties the National Executive Committee will endeavour to ensure that P.A.C.I.F.I.C.A. Inc.'s representative is suitably skilled to undertake the task; understands the expectations of the role and has the appropriate support to do so.

# Job Descriptions.



## **National President**

The National President is the elected leader and vision driver of P.A.C.I.F.I.C.A. Inc.

### **Key duties/responsibilities**

- Chair P.A.C.I.F.I.C.A. Inc.'s meetings: all National Executive Committee meetings, Council meetings and the Annual General Meeting (as well as any other meeting deemed necessary by the National Executive Committee).
- Ensures that the organisations' affairs are managed competently and meet compliance and accountability requirements. This includes all contracts, financial affairs, memorandums of understanding and agreements with other parties and branches.
- Upholds good governance by ensuring principles of transparency and accountability are practiced in managing the affairs of the organisation and its members.
- Works closely with the National Secretary to ensure that business is completed promptly and appropriately.
- Represents the organisation in local and international events/forums.

- Builds relationships with the public, government and non-government organisations to increase opportunities for our members and promote/progress branches.
- Promote a positive image of the organisation.

### **Knowledge/skills**

- Knowledge of meeting procedures, the organisations' constitution, policies, opinions and structure will be important.
- Knowledge of the different international conventions, treaties and responsibilities that P.A.C.I.F.I.C.A. Inc. adheres to, and is abreast of developments within Aotearoa New Zealand and the Pacific.
- An understanding of the wider socio-economic issues of Pacific peoples in Aotearoa New Zealand and therefore understand the wider context within which Pacific women, families live and work.

## National Vice President

Like the National President, the Vice President (VP) is a public example of the organisation.

As well as deputising at meetings in the absence of the National President, the VP should be as familiar as the President with policy and procedural matters of the organisation. In the unforeseen event of the President's resignation or death, the VP is required to take over the position until such time as the National Executive Committee decides that an election is required.

Given that P.A.C.I.F.I.C.A. INC. Inc elects three Vice Presidents, the Constitution makes provisions for how responsibilities can be allocated.

### Key duties/responsibilities

- Chairing their regional Mini Conference
- Mentoring the establishment of new branches –all new branches must liaise with their VP when establishing.
- Pastoral responsibilities for the branches within her region
- Maintain and establish relationships with external organisations
- Collate/present/receive remits from branches
- Attend all national meetings
- Attend bereavements within her region if possible, to convey P.A.C.I.F.I.C.A. Inc.'s condolences –She is also responsible for advising the National Executive.
  - Collating and passing on gifts from contributing branches to the bereaved.
  - Organising gift from National Executive if the deceased was a life member
- Is the Public Relations Officer and Liaison Officer for the organisation. Disseminates information to the public and to the membership, liaises between the Executive and her region as well as represent the organisation as the need arises.
- Promotes the activities and plans of P.A.C.I.F.I.C.A. Inc. to Government and non-government organisations. In this way, she will recruit new members, establish new branches, provide public recognition for members' achievements and generally enhance the image of the organisation.
- Will keep members informed, update members regularly and attend to organisational matters promptly. Required to disseminate her regional newsletter at least twice a year.

### Knowledge and skills

- Has strong regional leadership and good communication skills. She will know her membership and region well, be articulate and approach sensitive issues with a level of maturity and decorum.
- The VP role requires flexibility, availability and nurturing strong relationships between herself and members in her region.

## National Secretary

It is important for the National Secretary to keep her President well informed. The Secretary is the memory of the Executive and as such she should bear in mind her responsibilities before, during and after meetings.

### Key duties/responsibilities

- Keeps files and records of information, correspondence, business of the organisation in a safe and secure space.
- Sets agenda and organises meetings of the National Executive Committee and national meetings in consultation with the National President.
- Records and writes up accurate minutes and distributes minutes in a timely manner.
  - Note points of action for follow up in minutes.
- Responds to communications internally and externally i.e. answers most correspondence that comes via email.
  - Receives and acknowledges all incoming correspondence.
  - Confirms important engagements in writing.
- Forwards correspondence to President and National Executive committee members where appropriate.
- Advises change of office bearers to all Government and relevant non-governmental organisations.
- Represents interest of P.A.C.I.F.I.C.A. Inc. at national and international level.
- Ensures the safe keeping of the common seal.
- Maintains policy and procedure manual.

### Knowledge/skills

- Well organised.
- Keeps good records/files of the organisations business.
- Knows the procedures of elections and administers them appropriately.
- Timeliness.

## National Young P.A.C.I.F.I.C.A. Inc. Representative

The Young P.A.C.I.F.I.C.A. Inc. representative on the National Executive is elected by Young P.A.C.I.F.I.C.A. Inc. members of the organisation. They work in conjunction with members and branches, to network with younger members between the ages of 12 and 25 years of age inclusive. The aim is to identify the issues and needs of young members so that these can be acknowledged and responded to at all levels of the organisation.

### Key duties/responsibilities:

- Organisation of annual youth conference.

### Knowledge/skills:

- Good communication skills.
- Organised.

## National Communications Officer

The National communications officer works to support the administrative arm of P.A.C.I.F.I.C.A. Inc.

### Key duties/responsibilities

- Managing all of P.A.C.I.F.I.C.A. Inc.'s social media platforms.
- Managing all of P.A.C.I.F.I.C.A. Inc.'s website.
- Producing a P.A.C.I.F.I.C.A. Inc. newsletter at least quarterly, and a national executive bulletin after every meeting of the committee.
- Managing communications/media matters of P.A.C.I.F.I.C.A. Inc.
- Preparation of reports, submissions and presentations where required.
- Preparation of press releases, articles, stories and distributing to media networks/ website/social media.

- Advising National Executive on communications/media matters when need arises.
- Preparing a media kit for events/interview notes for National President and/or Executive when the need arises.

### Knowledge/skills

- Communications/media experience, qualifications.
- Social media savvy.
- Website administration.
- IT skills.

## National Treasurer

Any organisation that handles money needs a Treasurer. The Treasurer is the conscience of the organisation. The Treasurer keeps the financial records, takes care of the book-keeping, prepares budgets, forecasts and other financial information which the organisation needs.

### Key duties/responsibilities

- Provide a written receipt for monies received.
- All monies to be banked promptly and bank receipt filed.
- Record all monies in an itemised cashbook e.g. list source – grants, subscriptions.
- All payments are to be recorded in an itemised cash book e.g. national executive travel.
- Reconcile cashbook and cheque book against bank statements monthly.
- Keep a separate record of all petty cash payments to be held with relevant receipts (the amount of petty cash to be set by the National Executive Committee).
- Cheques will be signed co-jointly with

- any two of Treasurer, President, Assistant Treasurer.
- All cheques will have the signature of the Treasurer.
- Mail out of registration forms to all branches, prior to due date.
- Maintain full registration of members and branches of P.A.C.I.F.I.C.A. Inc.
- All branch affiliations and member subscriptions fees are to be received by the Treasurer, on behalf of the National body by the due date.
- Prepare a set of accounts annually, e.g. income and expenditure statement and balance sheet for independent audit (the audit to be carried out by a qualified accountant/auditor as approved by the National Executive Committee and arranged

by the treasurer. The audit must be completed as soon as possible after the end of the financial year – the audited accounts will be included in the Annual Report of P.A.C.I.F.I.C.A. Inc. and will be presented to the AGM of P.A.C.I.F.I.C.A. Inc.).

- Interim income and expenditure report is to be prepared for each Council meeting.
- Interim income and expenditure report is to be prepared for each National Executive Committee meeting.
- All IRD returns are to be prepared and dispatched before due date.
- Prepare funding applications on behalf of P.A.C.I.F.I.C.A. Inc.
- Ensure that National body affiliations/subscriptions are paid annually.
- File a copy of the audited accounts with the Companies Office annually.
- The Companies Office also requires the organisation to keep a record detailing members' names and addresses and occupations.
- Compile and maintain a Life Member register.
- Ensure that all grant/project monies can be readily identified within the cashbook and monitor expenditure in relation to the budget.

## Assistant National Treasurer

The National Assistant Treasurer works to support the financial arm of P.A.C.I.F.I.C.A. Inc.

On successfully being elected to the office of National Assistant Treasurer, the National Treasurer shall discuss and negotiate with the Assistant Treasurer her duties. These duties will be presented to the National Executive Committee for confirmation.

### Key duties/responsibilities

- Runs conference account, receives and properly accounts for all monies for conference.
- Logo sales and ordering of logo products.
- Supports National Treasurer in the execution of her duties.

- Provide financial accountability to funders for all grant/project monies by due date.
- Compile and maintain an "asset register" for the organisation.
- Keep financial archives for a minimum of seven years as required by IRD.
- Closely liaise with and support the National Assistant Treasurer.
- Attend all regular meetings, National Executive Committee, Council, AGM.
- Budget for the years operations and any special events/projects.
- Seek approval for payments and reimbursements.
- Participate on sub committees as necessary.
- Look after conference account records.
- The exiting National Treasurer shall be required to complete handover of their offices by the first National Executive Committee meeting following the elections.

### Knowledge/skills

- Accounting/book keeping.
- Knowledge of Xero.
- Knowledge of processes and procedures.

National President  
Tofilau Bernadette Pereira



# Responsibilities of the National Executive.

## Meetings

The National Executive is constitutionally bound to meet at least three times a year to conduct all P.A.C.I.F.I.C.A. Inc. related business. Generally, the Executive hold about 5 unpaid face-to-face meetings (this includes meeting at AGM and council). All costs associated with these meetings are paid by national funds. These meetings are usually for two full days (Saturday/Sunday). National Executive also meet via zoom or skype. These meetings on average last 1.5 – 2 hours, four times a year.

The National Executive Committee may call on any person whether a member of P.A.C.I.F.I.C.A. Inc. or not, to act in an advisory capacity at any of its meetings where matters for which their assistance is required are scheduled for discussion.

Voting. Each member on the National Executive Committee shall be entitled to one vote on all matters pertaining to the business of the National Executive Committee.

## Remits



The National Executive Committee has the discretion to: Revise, alter and add to the wording of any remit submitted by any Branch for the Annual General Meeting provided this does not change the meaning and the intent of that remit; Withhold from the Council Meeting any remit that may be deemed to be ambiguous, unreasonable or otherwise unsuitable. Any remits so withheld shall be reported to the Branch concerned and to the Annual General Meeting together with the reason for withholding that remit.

Powers to Remit Dues. The National Executive Committee may on such grounds as it thinks fit, remit wholly or in part any fees, subscriptions or levies due to it by any member(s) or may grant time for payment thereof.



# Annual Conference and General Meeting.

## Conference

Host branches are required to submit a 'letter of offer' to the National Executive. National Executive will discuss the offer and notify by letter its decision. A conference plan should then be submitted by host branch to the Executive within a month. National Executive are to maintain an open line of communication with host branch throughout the planning process, and consult on the appropriateness of themes,

venue, accommodation options etc. Invitation of community members to the conference dinner is a joint responsibility between National Executive and host branch.

Host branch is responsible for the budget and setting the registration fee. \$10 of each registration is to be paid to the P.A.C.I.F.I.C.A. Inc. general fund. National Executive is responsible for any costs associated with any guests attending at their invitation.

## Annual General Meeting

National Executive is responsible for the conducting of the AGM. This is to be held no earlier than 11 January and no later than 28 February in each year.

National Secretary must produce an annual report that includes the minutes of the previous National Annual General Meeting and agenda for upcoming AGM, and send to all ordinary and life members at least 21 days before the upcoming National Annual General Meeting.

The agenda will include the following:

- Roll of Members in Attendance (can be circulated)
- Apologies
- Observance of Silence
- Minutes of the last AGM
- Matters Arising from the Minutes 6. President's Report
- Regional Vice Presents
- Finance Report(s)
- Project Reports
- Representative Reports
- Remits and Recommendations
- General Matters
- Confirm and award Life Memberships, Service Awards and Honorary Memberships.

The Chairperson at all National Annual General Meetings is the National President and in her absence one or all of the Vice Presidents will take-on this responsibility.

The AGM is for the purpose of receiving the annual reports of the national president and vice presidents; receiving the audited accounts of P.A.C.I.F.I.C.A. Inc. for the year ended 31 December; The election of officers; The appointment of an Auditor to audit the financial

accounts; Transacting any business for which notice shall have been given to the National Secretary at least twenty-eight days before the date fixed for the Annual General Meeting; and The transaction of any other business that is usually attended to at an Annual General Meeting.

The national secretary shall take the minutes of the AGM and a record shall be kept of all resolutions passed at the National Annual General Meeting of P.A.C.I.F.I.C.A. Inc. All resolutions of the National Annual General Meeting shall form the policy of P.A.C.I.F.I.C.A. Inc. and be supported by the National Executive Committee and Branches alike.

Voting Procedures at the National Annual General Meeting of P.A.C.I.F.I.C.A. Inc.

The National Executive Committee will be responsible for the appointment of a Returning Officer.

The Register of Members will be made available to the Returning Officer to ensure that voting papers shall be issued to and received from ordinary, and life members only.

On all matters the Chairperson may call for a decision either by vocal response or, if the majority so desire, by a show of hands. On all questions elective or otherwise the Chairperson shall exercise her privilege to vote as an ordinary member and in the case of equal votes shall have a further or casting vote.

All matters not otherwise specially provided for under terms of the Constitution shall be decided upon at the National Annual General Meeting of P.A.C.I.F.I.C.A. Inc. and that decision shall be final.





## Regional Mini Conference.

Each region holds a mini conference (MC) before national council meeting annually. Timing of the MC is to be decided by the host branch/es and the Regional Vice President (RVP) at the beginning of the year –MC's are usually held between May and September.

The RVP chairs the MC and National Executive members of that region as well as the National President should make every effort to attend. The RVP will work with the hosting branch to plan, execute the MC and appoint a minute taker for the business meeting. The meeting agenda is the responsibility of the RVP. She must also ensure host branch notify branches in the region of the event, re-circulate the previous meetings minutes, and agenda for upcoming meeting at least four weeks in advance.

Afterwards, the RVP is responsible for the collation of the decisions of her region which she must then present to the National Executive. Minutes for the business meeting should be approved and distributed by the RVP within two weeks of the conclusion of the MC.

## National Council Meeting.

The National Council meeting is an annual meeting held in October, host branch of the council meeting is decided at the conclusion of the previous council meeting.

The National Secretary is responsible for creating and circulating the meeting agenda. As well as minute taking and circulating the meeting minutes in a timely manner.

Each branch shall have one vote and may have two representatives attend with one being the branch president. Each member of the National Executive has one vote.

Brief reports from each member of National Executive shall be tabled at this meeting. RMC approved remits and nominations submitted by RVP's and discussed by National Executive prior to the National Council meeting shall be tabled. No new business is tabled/discussed at this meeting.



## Alteration of Rules.

The constitution may be added to, altered or rescinded by a resolution passed at the National Annual General Meeting of P.A.C.I.F.I.C.A. Inc. by a majority comprising two thirds of the members present and entitled to vote at such a meeting, provided always that no amendments shall be permitted if it in any way, affects the nonprofit status of P.A.C.I.F.I.C.A. Inc.

The National President and National Secretary are responsible for updating the constitution in accordance to any resolution passed.

### Quorum

A quorum at the National meetings of P.A.C.I.F.I.C.A. Inc. shall be deemed to consist of: In the case of the National Council meeting held yearly, one third of the total number of branches registered that as at 30 August that year.

In the case of the Annual General meeting of P.A.C.I.F.I.C.A. Inc., one third of the total number of members registered as at 30 August of the same year.

### Gifts

National Executive will determine how it will gift or give acknowledgement to any person(s) or organisation, and in so doing will consider:

1. The nature of the relationship between P.A.C.I.F.I.C.A. Inc. and the intended recipient.
2. The intent of the gift/acknowledgement giving
3. The potential to set a precedent
4. The National Executive's capacity to gift

### Bereavements

In the event of the death of a member of P.A.C.I.F.I.C.A. Inc., the member's Branch Executive Committee will be responsible for the facilitation of information to other branches within the region and to it's RVP. The RVP will be responsible to convey the appropriate information to the National Executive.

The RVP will make every effort to attend the bereavement and convey P.A.C.I.F.I.C.A. Inc.'s condolences to the family and branch. In the event of the deceased being a Branch President or a member of the National Executive (whether current or past) then the National President will make every effort to attend and be responsible to convey P.A.C.I.F.I.C.A. Inc.'s condolences to the family and the branch.

It is the policy of P.A.C.I.F.I.C.A. Inc. that the financial gifts of all contributing branches be collected and placed in one envelope and be given at an appropriate time as decided by the member's branch executive in consultation with the National Executive representative. There is no maximum or minimum amount set. For life members the RVP will give a gift from National Executive on behalf of P.A.C.I.F.I.C.A. Inc., which shall not exceed \$200.

# PACIFICA Song.

We sing our song, our song of PACIFICA  
We come from Islands, both near and far  
We came to build our homes in Aotearoa  
Our hopes and our dreams are in this land.

We come from Tokelau, Niue and Samoa  
Cook Islands, Tahiti, Fiji and Tonga too  
We come together to help one another  
To reach all the aims of PACIFICA.

PACIFICA – Inspiring Faith  
PACIFICA – Concern for all  
Our hearts lift high, in unity  
By love we live, in harmony

We come from Tokelau, Niue and Samoa  
Cook Islands, Tahiti, Fiji and Tonga too  
We come together, to help one another  
To reach all the aims of PACIFICA

PACIFICA, PACIFICA, PACIFICA, PA-CI-FI-CA

Composed by Eleitino Patricia Walker  
(Inaugural National President)



