

P.A.C.I.F.I.C.A. Inc.
Branch Handbook



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Eti Laufiso
National President,
1986-1988

HerStory.

P.A.C.I.F.I.C.A. Inc. was established by Pacific women living in New Zealand so that we could speak with one voice and be recognised as a collective force working for a more positive involvement of Pacific people in New Zealand society.

Led by Eletino Paddy Walker, with much encouragement from Mira (later Dame Mira) Szaszy, the women of the Pan-Pacific and South-East Asia Women's Association (PPSEAWA), and others, sixteen women of different Pacific Island group backgrounds came together in Auckland to find ways and means to further their aims in 1975. The following year over 400 women assembled at the inaugural national conference, the first of its kind for Pacific women, held at the University of Auckland. As key organiser, Eletino Paddy Walker inspired them to pursue the vision of a united body which would empower Pacific women, enable them to address common issues and challenges facing them and their families more effectively, and bridge the gap between what was necessary and what was possible.

From these small beginnings our organisation developed, known at first as the Pacific Women's Council. The second national conference, held at Victoria University of Wellington in February 1977, ratified a constitution, elected the first national executive with Walker as president (1977–1980), and accepted the name PACIFICA. In 1978 PACIFICA became an incorporated society.

In 1979, the PACIFICA Educational Trust Fund was set up; by 1980 members had raised enough money to award 119 bursaries. Administered and subsidised dollar for dollar by the Pacific Islands Polynesian Education Foundation (PIPEF), with two members of P.A.C.I.F.I.C.A. Inc. on the allocation committee, these bursaries encouraged many students to complete their secondary education and continue on to tertiary institutions.

P.A.C.I.F.I.C.A. Inc. promoted the languages of the Pacific as well as sound knowledge of English. At a national convention on early childhood education in 1983, where Poko Morgan led a workshop on Pacific perspectives, the decision was made to lobby for and promote more Pacific preschools. In 1986, the Department of Education put a proposal to the Bernard van Leer Foundation, requesting support for a home-based intervention programme in early childhood education for Pacific communities in New Zealand. This led to the Anau Ako Pacific project, a joint venture involving the foundation, the department, PIPEF and P.A.C.I.F.I.C.A. Inc. (though PIPEF later withdrew). In 1989, in partnership with the New Zealand Childcare Association P.A.C.I.F.I.C.A. Inc. launched a training programme for supervisors of language nests. By 1993 over 70 women had graduated, 50 more were being trained, and about 120 preschools were operating.

In the early 1990s, P.A.C.I.F.I.C.A. Inc. had 45 branches, a national office based in Wellington, and the ability to recruit a project co-ordinator for Community Employment Group training. Pacific women had also learnt the pathways to political participation (and that politics was not simply a male domain). Clear evidence for this came in the 1999 election, when Luamanuao Winnie Laban became New Zealand's first Pacific woman MP. Luamanuao is the daughter of a pioneer P.A.C.I.F.I.C.A. Inc. stalwart, and our members proudly supported her campaign. Luamanuao successfully contested the Mana electorate in the 2002 election, and served as MP for Mana until 2010.

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Luamanuvao became the first Pasefika-Samoan Dame in 2018. Three other Pacific women MPs have since been elected, each with strong links with P.A.C.I.F.I.C.A. Inc.: Carmel Sepuloni, Poto Williams and Jenny Salesa. Our members are also winning seats on city councils, local boards and hospital boards and importantly, taking Pacific and family issues into these forums.

Educational scholarships for women and girls continues to be a priority for our organisation. A P.A.C.I.F.I.C.A. Inc. Restart Tertiary Grant was introduced alongside the P.A.C.I.F.I.C.A. Inc.

Secondary School Scholarship, with the aim of supporting young mothers and elder mamas undertaking studies to improve the wellbeing of their families. Branches from the three regions pledged \$10k each to the Tertiary Grant, and vigorous fundraising saw the target of \$30,000 achieved in 2012. The Lower Hutt City Council also agreed to an annual P.A.C.I.F.I.C.A. Inc. Scholarship for persons from their region (although unfortunately to date other city councils have not yet followed this lead).

P.A.C.I.F.I.C.A. Inc. has also begun to participate more on the national and international

gender equity scene. In 2005 a P.A.C.I.F.I.C.A. Inc. delegation attended the Janus Women's Conference, where the Christchurch Branch launched their publication *Mama Rules: Pacific Women Leaders*, a resource that was still being widely used in 2018. In 2007, National president Dr. Diane Mara went to the 51st United Nations Commission on the Status of Women (CSW) in New York, where she attended both the governmental and NGO conferences. In July 2007, together with delegates from the Maori Women's Welfare League and Shakti, she attended the Expert Panel session at which New Zealand reported

on its performance in relation to the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), and she also heard the reports from other Pacific countries. In 2018 Tagaloatele Professor Peggy Fairbairn-Dunlop represented P.A.C.I.F.I.C.A. Inc. in a panel debate on CEDAW at the Auckland Council. In 2019, National Executive submitted an application for consultative status to the United Nations Economic and Social Council (outcome currently pending). P.A.C.I.F.I.C.A. Inc. are also collaborating with the Human Rights Commission in supporting and endorsing the National Pay Transparency campaign.



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



Past presidents of P.A.C.I.F.I.C.A. Inc.

Eletino Paddy Walker

Louisa Crawley

Eti Laufiso

Poko Morgan

Tepaeru Tereora

Tafa Malifa-Poutoa

Dr. Jean Mitaera

Dr. Diane Mara

Sally Dalhousie

Tagaloatele Professor Peggy Fairbairn-Dunlop

Caren Rangi

Tofilau Bernadette Pereira



Vision.

To be the premier voice of the Pacific that New Zealand government and community rely on for local, national and global Pacific Island womens' issues and perspectives.

Mission.

We are motivated to be connected and involved with Pacific Island women's culture, family and people. Our aspirations are diverse, yet through these we all aspire to share, care for, and support belonging among our Pacific Island sisters and our communities.

Our aspirations are to grow P.A.C.I.F.I.C.A. Inc., achieve education and training to serve in our communities, and develop entrepreneurship that shares all things Pacific, including Pacific lifestyles, with our sisters and communities.

Objectives.

To provide opportunities for Pacific women to contribute effectively to the cultural, social, economic and political development of Aotearoa New Zealand and its people.

To give Pacific women opportunities to plan and work together for the stability and development of themselves, their families, their communities and so contribute to the development of the country.

To create ways and means for Pacific women to overcome barriers that may hinder their ability to reach their full potential.

To inspire unity among women of Pacific descent in the furtherance of these aims so that all can speak with one voice in true fellowship.

To initiate and promote policies and programmes that support Pacific women to take active decision-making roles in their lives.

To initiate and support programmes promoting the education, welfare, health and social development of Pacific Islands and Pacific family life.

To promote understanding between women of all races.

PACIFICA Ball
2018



Membership.

The membership of P.A.C.I.F.I.C.A. Inc. shall consist of ordinary, life, honorary, and young P.A.C.I.F.I.C.A. Inc. members.

Ordinary members

P.A.C.I.F.I.C.A. Inc. welcomes women of all races, religions and backgrounds to its membership. In line with P.A.C.I.F.I.C.A. Inc.'s objectives, PACIFICA actively supports, develops and promotes the leadership of Pacific women within the organisation. Ordinary members are those members who have paid their annual subscription by 31 August each financial year and belong to an affiliated Branch of P.A.C.I.F.I.C.A. Inc. All ordinary members shall be entitled to vote at their Branch meeting, their Regional Mini-Conference and the National Annual General Meeting of P.A.C.I.F.I.C.A. Inc.

An ordinary member of Pacific Island descent only shall be entitled to hold office at Branch level. An ordinary member of Pacific Island descent who has or currently holds office at Branch level shall be entitled to hold office on the National Executive Committee.



Life members

A Life membership is the highest form of acknowledgement that P.A.C.I.F.I.C.A. Inc. awards to its members, it should not be regarded as a 'right', it is an 'honour' and 'privilege'. A life membership may be conferred upon any P.A.C.I.F.I.C.A. Inc. member who has given service to P.A.C.I.F.I.C.A. Inc. continuously

for not less than fifteen years and is sixty years of age or over. Life members shall be entitled to all privileges of ordinary members, without liability for any further annual subscriptions.

The process for becoming a life member is explained on page 23.



Youth Members

Young P.A.C.I.F.I.C.A. Inc. members are ordinary members who are aged between 16 and 25 years (inclusive). Young P.A.C.I.F.I.C.A. Inc. members have the additional entitlement to vote for the Young P.A.C.I.F.I.C.A. Inc. Representative on the National Executive Committee.





Membership Information.

Terms and Conditions of Membership

A new member shall be proposed and seconded by two ordinary members of a Branch. With the agreement of the Branch and upon payment of the annual subscription the new member shall become an ordinary member of P.A.C.I.F.I.C.A. Inc.

Ordinary members must ensure that their annual subscription and Branch Fee is current and paid-up, so that they may exercise their full privileges as ordinary members.

Transfer of membership. A member may transfer from one P.A.C.I.F.I.C.A. Inc. Branch to another provided the member obtains a letter from the Secretary of her former Branch stating that she has paid her annual subscription for the current year.

Service award

A Service Award may be conferred upon any P.A.C.I.F.I.C.A. Inc. member who has given service to P.A.C.I.F.I.C.A. Inc. continuously for not less than 10 years. Service Award members shall be entitled to all privileges of ordinary members and will continue to be liable to pay their annual subscriptions and any levies that might be set by the National Executive Committee. The process for conferring a service award is the same as the life membership process.

Honorary membership

An honorary membership may be conferred upon any person who by reason of their service to P.A.C.I.F.I.C.A. Inc. warrants the courtesy. Honorary members shall not be entitled to hold office, vote or be liable for payment of annual subscriptions.

Termination of Membership

Notice of resignation from P.A.C.I.F.I.C.A. Inc. should be given in writing to the Branch Secretary. The resignation will be effective from the date at which the resignation is presented and accepted by the Branch at its Branch meeting. The Branch Secretary shall notify the

National Executive Committee of the member's resignation and the date and meeting at which the resignation was presented and accepted.

If any member has acted in a way that is harmful to P.A.C.I.F.I.C.A. Inc., that member may be expelled by a decision made at a duly constituted Council or Annual General Meeting of P.A.C.I.F.I.C.A. Inc., provided that: P.A.C.I.F.I.C.A. Inc. notifies the member concerned of the proposed expulsion and the reasons for it; and The member concerned is given an opportunity to be heard at the meeting of P.A.C.I.F.I.C.A. Inc. concerning the expulsion. The expulsion of a member shall be effective immediately upon the passing of such resolution.

Register of Members

The National Treasurer shall keep a Register of each P.A.C.I.F.I.C.A. Inc. member. The Register will contain the name, address, occupation, affiliated Branch and the commencement date of each member's membership. From time to time, when required by the Registrar under Section 22 of the Incorporated Societies Act 1908, the National Treasurer will provide her with a list of the names, addresses and occupations of members accompanied by a statutory declaration made by the National President, the National Treasurer and the National Secretary, verifying the list.



National President Tofilau Bernadette Pereira and members of the Napier Branch

Branches.

P.A.C.I.F.I.C.A. Inc. Branches

Any number of women being not less than five may form a Branch and shall become liable to pay the annual Branch Fee. The name of the new branch must be approved by the National Executive.

Each Branch shall elect from its members, and is not limited to, the following positions of office: Branch President, Branch Secretary, Branch Treasurer.

Provided that a Branch operates within the Objectives and Rules of P.A.C.I.F.I.C.A. Inc. (see P.A.C.I.F.I.C.A. Inc. Constitution Rules 2 & 10), a Branch may pursue and represent the interests of its members.

Branches may work with other organisations that align with P.A.C.I.F.I.C.A. Inc. objectives and rules. Branches will use their own logo and are not permitted to use Incorporated or Inc. on their correspondence or promotional material.

At all P.A.C.I.F.I.C.A. Inc. Branch meetings each ordinary member and each life member shall be entitled to one vote on all matters.

Ordinary Branch meetings shall be held once a month or at any such time as the Branch may decide. Members shall be notified at least seven days prior to the date of meeting unless a pre-arranged and regular date has been set.

All funds of a P.A.C.I.F.I.C.A. Inc. Branch shall be paid into its account at a bank. All payments shall be made by cheque and signed by the Treasurer and a member(s) so appointed by the Branch.

Each Branch shall nominate an auditor or other responsible person to audit their financial accounts at the end of each financial year.

Branch Annual General Meeting

A Branch Annual Meeting shall be held each year for the purpose of: Receiving the Branch annual report of the Branch President. Receiving the audited accounts of the Branch. The election of Branch office. The appointment of an auditor or other responsible person to audit the financial accounts, and, any other business which has been notified to the Branch Secretary for inclusion on the agenda, or which may normally be dealt with at the Branch annual meeting. Members must be given at least fourteen days' notice of a Branch Annual Meeting.

Branch Fees

Branch Fees shall be payable by each P.A.C.I.F.I.C.A. Inc. Branch, and shall be received by the National Treasurer by 31 August of each financial year. The Branch Affiliation Fee is \$200 per branch annually. Non-payment of Branch Fees will prevent: Voting participation of that Branch at Council and the National Annual General Meeting; The election of its members, subject to rule 3.1, to any positions of office on the National Executive Committee.

Non-payment of Branch Fee

In the event of a Branch not paying its Branch Fee and its members not paying their Annual Subscription by the required time (see P.A.C.I.F.I.C.A. Inc. Constitution Rules 6.1 & 6.5), the Branch and its members will be placed under a Pastoral Care programme. The Pastoral Care programme provides a six month period of time for the Branch to consider what and how it wants to move forward. During this period a member of the National Executive Committee, usually the relevant Vice President, will maintain contact with the Branch and ensure that they continue to receive P.A.C.I.F.I.C.A. Inc. communications and are invited to participate in all P.A.C.I.F.I.C.A. Inc. events. At the end of the six month period, the Branch office holders and the delegated National Executive Committee member will meet and assess what pathway should be taken. Pathways forward might be: - Extend the Pastoral Care period (up to but not longer than another 6 months). - The Branch will pay its Branch Fee and its members will pay their Annual Subscription. In this situation the National Executive Committee will invite the Branch to review itself and its operations and develop a plan for the next twelve months. Oversight and support will be given from the National Executive Committee, usually the relevant Vice President.

Gifts

It is up to the branch to decide what they will give as a donation when there is a bereavement within their branch or within the organization; or in thanks. When a member from your branch's region steps down from the National Executive Committee it has become tradition that branches

give small gifts in thanks at the AGM dinner.

Resignation from a position of office

P.A.C.I.F.I.C.A. Inc. acknowledges that holding a position of office for P.A.C.I.F.I.C.A. Inc. may impact adversely on the individual member at any time. Because of this, P.A.C.I.F.I.C.A. Inc. recognises that resignation from a position of office should be considered both a positive and supportive move for the 'officer' and the organisation.

Resignation from a position of office will be accomplished by the provision of the office holder's notice in writing and the acceptance of this notice in writing at a duly constituted meeting of the relevant P.A.C.I.F.I.C.A. Inc. authority (see P.A.C.I.F.I.C.A. Inc. Constitution Rule 5.1).

If the required notice is not given by the person resigning, then the P.A.C.I.F.I.C.A. Inc. authority will advise the relevant P.A.C.I.F.I.C.A. Inc. Vice President and the National President and the National Secretary, so that processes may be implemented that will ensure the continuity of the work of P.A.C.I.F.I.C.A. Inc.

Non-Performance

All office holder positions within P.A.C.I.F.I.C.A. Inc. are voluntary. Provisions for non-performance only exist to provide a process for members to utilise and to minimise long term impact on the wellbeing of the member(s), the Branch, the Region and the national organisation. At a Branch level the required office positions are: 1. Branch President 2. Branch Secretary 3. Branch Treasurer, other positions may be added as the branch deems necessary. If an office holder is not

discharging her duties to the satisfaction of the P.A.C.I.F.I.C.A. Inc. Branch, then the office holder must be advised of this at a duly constituted Branch meeting. This advice must be formally recorded and minuted. If dissatisfaction with the performance of her duties continues then the relevant Vice President must be informed. The Vice President will then work with the Branch members (who may include the other office holders) and will:

1. Formally meet with the office holder concerned and outline the area(s) of non performance.
2. Provide an opportunity for the said office holder to respond to the issues raised.
3. Indicate what is regarded as satisfactory performance and discuss with the office holder ways in which that standard may be met and any resources which may be available to assist in that regard.
4. Give the office holder a period of time within which the performance criteria should be met. The period should be specified in writing. If, at the expiry of the specified period, the Branch members and the Vice President decide that the office holder is still not performing her duties satisfactorily then they will give written notice to the office holder that they will be formally releasing her from the position of office. This notice shall be not less than one month in advance of a duly constituted meeting of the P.A.C.I.F.I.C.A. Inc. Branch.

If the office holder position is a National Executive Committee position and that office holder is not performing her duties to the satisfaction of the National Executive Committee or Council, then the National President or her delegated authority shall:

1. Formally meet with the Committee member.
2. Outline areas of dissatisfaction.
3. Indicate what is regarded as satisfactory performance and discuss with the Committee member ways in which that standard can be met and any resources which may be available to assist in that regard.
4. Give the Committee member a period of time within which the performance criteria should be met. The period should be specified in writing. If, at the expiry of the specified period, the National Executive Committee may decide to meet again with the Committee member to set a new specified date or the National Executive Committee may decide that the Disciplinary Procedure will be invoked.

Quorum

A Branch quorum shall be deemed to consist of: In the case of a Branch with a membership of ten or less than ten, at least three members who are entitled to vote; In the case of a Branch with a membership greater than ten, at least one third of its members who are entitled to vote.



Process for Life membership, Service award and remits.

Branch Meeting

Life member/Service award nominations.

- Recommendation must be approved at a formal Branch Meeting
- Copy of decision and biography outlining nominee's suitability forwarded and contribution to PACIFICA forwarded to VP of Region before Mini Conference.

1

Regional Mini Conference

Life member/Service award nominations.

- Recommendation presented at RMC accompanied by branch minutes and biography.
- Remits.
- Presented at RMC with supporting evidence, if appropriate.

Awards/remits voted on by all regional members in attendance and are either approved or rejected.

2

National Executive Meeting

Approved life member/service nominations and remits.

- Are submitted to NE by RVP with all relevant paperwork.
- Merit of each remit discussed and either approved or rejected - region/branch came from must be provided with reason/s why.
- Award recommendations assessed and checked against NE records and are either successful or unsuccessful.

3

National Council Meeting

Approved remits

- Submitted to council by NE
- Either approved to go forward to AGM or rejected.

4

Annual General Meeting

Successful life membership and service awards

- Awarded at AGM.

Approved remits.

- Submitted by NE
- Voted on by all members in attendance.

5



P.A.C.I.F.I.C.A. Inc. AGM
Whangarei, April 1982

Hosting.

Hosting the Annual Conference and General Meeting of P.A.C.I.F.I.C.A. Inc.

When a Branch (Branches or Region) agrees to host an upcoming AGM they will submit a 'letter of offer' to the National Secretary (cc to their RVP) of their wish to host an AGM/National Conference.

The letter must note the meeting (sighting a formal resolution) at which the offer to host was agreed to and the specific AGM year they wish to host. Once the letter of offer is received it will be discussed by the National Executive Committee, and if the National Executive agrees (considering capability, organisational issues etc) it will notify by letter its acceptance and announce the offer and agreement to host at the next regional or national gathering of the organisation (should be posted on the website).

The letter of acceptance will invite the host(s) to submit a Conference Plan within 30 days. This plan will form the basis of discussion between the hosts and the National Executive and will include a working: theme; budget; conference venue; catering arrangements; accommodation options; workshops/activities; National Executive and host invitation list.

Responsibilities:

- In principle, the AGM day (Saturday) is the responsibility of the Executive, the key contact person and organiser is the National Secretary. Until the business of the AGM is completed or declared closed, no other business should be planned for that day.
- The Conference dinner (hosted on the first evening) is a partnership between the host and the National Executive. There are 'national' protocols and observances that need to be considered e.g. guests, competitions and awards.
- The Vice President of the host region also plays a liaison role. (Note: costs associated with guests of the National Executive will be paid for by the General Fund of the organisation. Guests of the host Branch(es) is the financial responsibility of the host).
- The conference theme is the hosts choice and must align with the objectives of the organisation.

- Workshops (and activities) are led and planned by the hosts. As a matter of courtesy, the National Executive (through the National Secretary) should be kept informed of these.
- Budget: The National Executive on behalf of P.A.C.I.F.I.C.A. Inc. requires that a Branch plans, develops an accurate budget (true costs), seeks funding (including fundraising) and sets a registration fee that reflects the above. A conference must be self-funding. Funding sought from within the region of the host is the responsibility of the host. Funding sought from a national source or applied for under the name of P.A.C.I.F.I.C.A. Inc. must be approved by and applied for by the National Executive.
- Levies -The host Branch is reminded that a levy of \$10 per person registered for the National Conference is required to be paid over to the General Fund of P.A.C.I.F.I.C.A. Inc., the levy should be added to the registration fee prior to release of Conference details.
- National Executive hosting: In the event that no offer to host an AGM/National Conference is received then the National Executive shall host the event adopting the same guidelines as above.

Awards.

Koro Puaka Shield:

Awarded to the branch with the most registered members

Makea Karika Shield:

Awarded to the branch that donates the most funds to the P.A.C.I.F.I.C.A. Inc. Scholarship Fund

Reuera Kavana Award:

Awarded to the branch that has the most members attending National Conference

Lady Tangaroa Rex Award:

Awarded to the winner of the weaving competition held at National Conference

Vira Pokia Shield:

Awarded to the winner of the Young P.A.C.I.F.I.C.A. Inc. Speech Competition held at National Conference

Maori Womens Welfare League Trophy:

Awarded to the winner of the open speech competition held at National Conference

Gifford Family Fashion Award:

Awarded to the winner of the fashion show held at National Conference

Josephine Tiro Award:

Awarded to the best dressed branch at National Conference

Lineahi Lund Award:

Activity of the year

Tagaloatele Peggy Youth Award:

Awarded to the branch with the most registered young members





Hosting Regional Mini Conference

The responsibility for hosting the Mini Conference should be rotated from Branch to Branch. Smaller Branches may combine with another Branch to share the responsibility. The Regional Vice President chairs the Mini Conference. Each region shall appoint a minute taker for each Mini Conference. She will work with the hosting Branch to plan and execute the Mini Conference. Afterwards, the RVP's responsibility is to collate and present the decisions of her region to the National Executive.

- Timing – Mini Conferences are usually held on a weekend between May – September each year. The host Branch(es) and RVP will work together to set an appropriate date, length and agenda.
- Notification of the event (its confirmed date and venue) and the call for registrations should be provided to Branches at least four weeks in advance to maximise attendance by the hosting Branch.
- Minutes – shall be taken of the official P.A.C.I.F.I.C.A. Inc. business part of the Mini Conference. The RVP/host Branch will designate a minute taker. The minutes should be approved and distributed within two weeks of the conclusion of the Mini Conference (this is the responsibility of the RVP).
- The host Branch has the flexibility to add a theme to the Mini Conference and include additional content such as guest speaker(s), workshops, quizzes, dance classes, stalls etc.
- Financials – the host Branch is responsible for managing the costs of the Mini Conference. No financial support is provided by the National Executive. The host Branch is able to charge a fee for attendees, but this should be kept to a minimum. This event is not to be used as a major fundraising opportunity.
- Miscellaneous - The host Branch will provide information about suitable nearby accommodation, parking, etc to Branches travelling from outside the locality

- The RVP and hosting Branch should also endeavour to sell P.A.C.I.F.I.C.A. Inc. merchandise on the day of the conference.

Mini Conference Format

All Mini Conference Agenda should include the following:

1. Opening and welcome
2. The PACIFICA song
3. Brief Introductions of the Branches present and receipt of apologies
4. Minutes of the previous meetings
5. Reports - RVP; National Executive - Branches (written reports submitted to the host Branch prior to the weekend of the Mini Conference)
6. Discussion on any remits
7. Nominations for Life Membership, Service Awards or Honorary Membership
8. Presentation of Life Membership, Service Awards or Honorary Membership
9. General Business - Regional events, activities, issues
10. Confirmation of host for the next Mini Conference



Hosting National Council

The responsibility for hosting the National Council meeting should be rotated from Branch to Branch. The National President chairs the meeting. The council is comprised of the National Executive Committee and all branch presidents or their representatives.

- Timing – National Council is usually held on a Saturday in the month of October. The council must take place after all three mini conferences. The host Branch and National Executive will work together to set an appropriate date, length and agenda.
- Notification of the event (its confirmed date and venue) and the call for registrations should be provided to Branches at least four weeks in advance to maximise attendance by the hosting Branch.
- Each branch has one vote regardless of how many members are in attendance. National Executive members also have one vote each.
- Minutes – shall be taken by the National Secretary. The minutes should be approved and distributed within two weeks of the conclusion of the Council.
- Financials – the host Branch is responsible for managing the costs of the Council. No financial support is provided by the National Executive. The host Branch is able to charge a fee for attendees, but this should be kept to a minimum. This event is not to be used as a fundraising opportunity.
- Miscellaneous - The host Branch will provide information about suitable nearby accommodation, parking, etc to branch representatives travelling from outside the locality.
- The National Executive and hosting Branch should also endeavour to sell P.A.C.I.F.I.C.A. Inc. merchandise on the day of the council meeting.

National Council format

The council agenda should include the following:

1. Opening and welcome
2. The PACIFICA song
3. Brief Introductions of the Branches present and receipt of apologies
4. Minutes of the previous meeting
5. Reports - National Executive - Branches (written reports submitted to the host Branch prior to the weekend of the Council)
6. Discussion on any remits ratified at mini conferences and by the National Executive.
7. Nominations for Life Membership, Service Awards or Honorary Membership ratified at mini conferences and by the National Executive.
8. General Business that comes through from AGM and mini conferences. No new business at this meeting.
9. Confirmation of host for the next Council meeting.

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)



