

April 2019

Daylight saving ends this weekend and Easter is the following weekend; the year is racing by and soon it will be Annual Meeting time. Many thanks to Marching Canterbury for hosting a great Championship. Closing Days and Teams will be celebrating the success of the Teams and reflecting on the season at an end of year Party. Maybe the Association too can find a reason to celebrate and reflect on a great year. After the celebrations are over we move into the off-field season or the administration season with Open Forum Meetings and Annual Meetings with remits, budgets, and new directions and plans for next season. So, a very busy time ahead

- ◆ Thank you to the Associations who have responded to my recent and final request to complete any outstanding end of year reporting. **Life Members** even if they are not active they are still members of your Association. **Volunteer Members** all those who help out at Competitions, in the Recording Room, selling the raffles etc and **School / Community** are those participants whose names you have collected e.g. at Have a Go Days or Leisure Teams performing at competitions. They are all added to your Membership statistics for the year and these registrations require NO Payment.
- ◆ Thank you all too for the manner in which your Association managed the **Conviction Check Policy** this season. Marching can be very proud of the approach they have taken in this area and your support by acting on the Conviction Check process for Association Committee and Team Management Members has contributed to providing that all important safe environment for children and thus minimising the risk of child abuse occurring. Next season will be much easier, no Conviction Check = no Registration. The Association will need to ensure this message is clear and followed.
- ◆ I hope that your Association acknowledged your **Teams and Judges** that represented you at the NZ Championships, maybe you were even lucky enough to get some media coverage. The Association Publicity Officer can also reap good coverage with the results of not only your high achievers at the NZ Championships but also any achievements by other Association Members who were attending, such as Officials or Judges.
- ◆ **MNZ Annual Meeting** coming up and your Association needs to give consideration as to who will be your Association Delegates to represent you at the meeting. Your Delegates must be capable of presenting convincingly your Associations views to the meeting discussions and returning with a comprehensive report of the actions taken. This is an administrative meeting discussing and changing the Constitution, no Policy and Rules of Participation changes this year. The Annual Meeting is being held at the Brentwood Hotel, Wellington on Sunday 23<sup>rd</sup> June commencing 10am and concluding 4pm
- ◆ Any changes to the MNZ **Constitution** need to be carefully worded and before finalising remits make sure that a full check is made of the Constitution, Policies and Rules of Participation to ensure further changes are not required to give effect to a proposed change. Any such remits must be endorsed an Association Committee meeting and must be received by 30<sup>th</sup> April 2019.
- ◆ Does your Association have any item to be included for discussion in **General Business**? Be clear with your intent of the item for discussion and include convincing reasons why and how your discussion item will add value to the sport. All items to be to the CEO no later than 30<sup>th</sup> April 2019
- ◆ Your Association will need to consider whom they intend nominating for the one **Board Member** vacancy and will need to approach that person to ensure the nomination will be accepted and requesting a précis sheet of their marching and employment/business achievements and a personal vision statement aligned to the MNZ Strategic Plan. There is no election for President, John has served 2years of the 4-year Term. Shona French is the Board Member retiring by rotation and shall not be eligible for nomination for 2years as per Rule 5.3.2. Nominations close 30<sup>th</sup> April 2019
- ◆ Does your Association wish to submit names of suitably eligible person/s (as per Rule of Participation A23) for **MNZ Service Awards**? Send names and a brief précis of their service to reach me no later than 30 April 2019. Service does not include years as a marcher.
- ◆ **Volunteer of the Month** – Please do not overlook this important task of nominating a Volunteer of the Month even in the off season. Now is the time to nominate your Committee, Coaches, Judges now

that you have no volunteers on the field of competition. Acknowledging the work of Volunteers encourages their further involvement and can even lead them into Membership.

- ◆ If your Association has been considering an application for hosting the **2021 NZ Championships**, it is now time to make those pencilled bookings for the venue but be very clear to advise the venue operators that a confirmed booking cannot be made until the end of June. The allocation of the Championships will be announced at the MNZ Annual Meeting. Put the final details to your application document, which must be received no later than 30<sup>th</sup> April 2019. Rule of Participation NZC1-2.
- ◆ Have you planned or held an end of season **Open Forum Meeting** of all members? This is a great opportunity to get feedback, some will be good, some will be bad, but all will give direction and ideas for next season. You may also identify interested members who could become Committee Members for next season. They may need some persuading so start now, especially if you have some known vacancies on the Committee. The Open Forum Meeting could also be the platform for recognising your Volunteers who have supported your association during the year or just an opportunity for a grand get-together to celebrate a successful year.
- ◆ Has your Association ever considered having a **Team Open Forum Meeting** for/with each Team? The Association could appoint a Committee Member to facilitate the meeting of all Parents and Caregivers with Team Management, even better if your Association has already a Liaison Person appointed for each Team. It's a good opportunity at the end of the season to congratulate them on the season plus add any issues to be addressed before next season. Hold another Forum Meeting at the beginning of the season so the same message and correct message is given to all concerned and not just to the Team Coach who once they have commenced the Team trainings sometimes misses passing on all the information.
- ◆ You will have started the planning and established the date for your **Association Annual Meeting** which must be held by the 31<sup>st</sup> July as per Rule 16.5.1.1. Your last Association Meeting will have considered the two options of Association structure and agreed on which Association Committee Composition your association will operate next year. Now that decision is confirmed, notice and nominations can be called as per the Committee Composition requirements outlined in Rule 16.4.2. It is recommended that the Association Annual Meeting record which option the Association will be operating under for the coming year.
- ◆ **Board appointments** have been advertised in the Newsletter. Interested persons may require a copy of the Job Profile for the position of interest, they are available from the MNZ Website in printable format. Please encourage anyone interested, to send in an application and remind them that any such applications close with the CEO on the 30<sup>th</sup> April 2019
- ◆ Remind **Clubs and Teams Treasurers** to forward to the Association a list of their members with liabilities to the sport, giving details in respect to liabilities (as per Rule of Participation A20-9) to the member concerned who must also be advised the Association will be advised of the liability. The list must be sent to the Association by 30 April otherwise all members are declared 'cleared'.
- ◆ **Administration Workshop** will be held on the day prior to the Annual Meeting, Saturday 22<sup>nd</sup> June commencing 10am.
- ◆ Keep the **Minutes** coming through and remind your Chief Judge and Coaching Co-ordinator to send off their reports to their MNZ counterparts. Your Minutes will include reportage from your Treasurer, Chief Judge and Coaching Co-ordinator and if not included in the text of the minutes and referred to 'as attached', then the reports MUST be attached when circulated including when forwarded to MNZ and attached when filing for keepsake as per ROP A20.2.

A busy month for us all but hope you can find time to encourage Teams to get out n about for Anzac Parades.

*Diane*

Diane Gardiner  
Chief Executive Officer, Marching New Zealand  
Telephone 03 5463330



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