



May 2018

The colours of the autumn leaves are just beautiful, that is until they fall all over the lawn and driveway. Add the wind, and then wet weather and those beautiful leaves quickly loose appeal and become another task on my list of chores for the weekend.

Tasks on the Secretary 'To Do' List for May include –

- ◆ Preparation for the **MNZ Annual Meeting**. The Annual Meeting will be held at the Brentwood Hotel in Wellington on Saturday/Sunday 23/24 June commencing 1pm Saturday and concluding at 3pm Sunday. Registration fee is \$80 for Early Bird Registrations (received by 15th May) and \$95 for late registrations. Saturday Lunch and Saturday Night Dinner are additional if required. We mustn't forget that the Annual Meeting is an administrative meeting discussing and changing the documents that dictate the how and what we do in the Sport and this year remits will cover the Constitution. Policies and the Rules of Participation (being the 'every second year' as per Rule 7.1).
- ◆ The **Annual Meeting Agenda** will be sent out toward the end of May. To allow your delegates to be fully informed when they contribute to the discussion at the Annual Meeting, be sure to brief them of the full input of your Association Committee. The wider membership may also be interested and through an Open Forum Meeting could make contributions. The Remits and General Business items will be sent as an email attachment for you to swiftly circulate to your members for their input.
- ◆ Applications to host the **2020 NZ Championships** closed on 30 April and the Board will make the announcement at the Annual Meeting in June. Thank you to the associations who submitted applications but unfortunately there can only be one Host Association.
- ◆ Thank you also to the Associations who submitted names and scripts for **MNZ Service Awards**. There are some very worthy recipients. These will be presented by the President at the Annual Meeting to those in attendance and then by Board Members at regional or local events during the coming season/year. We also have the names of members who have now served an additional 10years after the Service Award and will be presented with a Long Service Badge.
- ◆ **Volunteer of the Month** – please, please keep sending in your Volunteer of the Month for MNZ to recognise in the Newsletter and please continue to acknowledge your volunteers too, a card or quick email is all that is required sometimes. Next month is National Volunteer Awareness Week (17-23 June) and presents a great opportunity to host a thank you function-get-together and recognise your volunteers and to encourage them to come forward again and perhaps even convince them to hold positions on the committee for the new season which is fast approaching. The theme for Volunteer Week is "Volunteers – Heart of our Community".
- ◆ Your **Association Annual Meeting** must be held by the 31st July as per Rule 16.5.1.1 so finalise details now and start looking for suitable persons required for the Committee to replace those stepping down. Even if it is a reshuffle of personnel – different people in different positions can create different ideas and new enthusiasm.
- ◆ Last month, the meeting of the Association Committee will have considered and agreed on which option of **Association Committee Composition** your association will operate next year and now that the decision is confirmed, notice and nominations can be called as per the option requirements outlined in Constitution Rule 16.4.2. It is recommended that the Association Annual Meeting record the option operating for the coming year.
- ◆ Have you held an **Open Forum Meeting** since the end of the on-field season? It can be another opportunity to seek out potential Committee members and volunteers for the new season. They may need some persuading so start now, especially if you have some known vacancies on the Committee for next season. If you have held a meeting, make sure your Committee follows through on the topics raised. Not all topics raised will work for your association, but perhaps with a little adjusting they may

and early planning for the new season can only be beneficial to all concerned... especially in your role as Secretary. The strategies that the Committee has agreed to apply next season, be they for recruiting or retaining Under 12 Coaches, Masters Marchers, Volunteers or whatever your Association has deemed the greatest area of need to enable growth in the sport in your region will be an ideal topic for the Open Forum and show the members that the Committee is keen to grow the Sport and that they too can contribute toward the planned outcomes.

- ◆ File (if any) the list of **members with liabilities** to the sport that you have received from Clubs and Teams Treasurers. This advice must have been received by the 30th April otherwise all members are declared 'clear' of any liabilities. Keep reminding Club and Team Treasurers to inform the Association immediately these members have cleared their liabilities.
- ◆ Your Committee should be **planning for the coming season/s**. Time to re-look at your Strategic Plan and develop new initiatives that will meet your targets in the plan. Your initiative might be to recruit new Judges, your Chief Judge will, with some assistance from the Committee formulate a plan to apply over the coming months and have Trainee Judges at the ready for Opening Day. Or the Association may consider a target drive toward more Masters Grade Teams. The Board provided through the 10 Pillars a plan for developing new Under 12 and Masters Team and a simple process to follow. The same process could be followed for the Masters Grade and with some slight amending for your Judge recruitment campaign also. If you have misplaced your copy of this plan send me an email and I will get one forwarded to you.
- ◆ Have a tidy up of the '**admin stuff**' and file, not forgetting to send copies of the Association Meeting minutes to the CEO, and have the minutes or reports from the Association Coaching Co-ordinator (sent to the Technical Manager and the Director of Coaching) and Chief Judge (sent to the Technical Manager and Director of Judging) as per ROP A19.4 and no later than one month after the date of the meeting.
- ◆ **Association 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 Technical Working Party and attached when filing for keepsake as per ROP A20.2.

A busy month preparing annual reports etc. and following through on plans for the coming season, but do take some family time and have a **Happy Mother's Day** on Sunday

Diane

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