



# **Association Secretary Handbook**

**UPDATED 2023  
(February)**

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# **JOB PROFILE – ASSOCIATION SECRETARY**

(Updated February 2012)

## **JOB TITLE**

Association Secretary

## **POSITION SUMMARY / RESPONSIBILITIES**

The Association Secretary is the administration officer of the Association, providing the coordinating link between members, the committee and outside agencies and is responsible to the membership for all the administration and management of the day-to-day affairs of the Association and that they are undertaken in accordance with Marching New Zealand's Constitution, Policies and Rules of Participation and directions of the Association Committee.

## **PERSON SPECIFICATIONS**

The Association Secretary shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Ability to act in a managing role.
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation.
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator.
- Good communication and listening skills.

## **REPORTING LINES / WORKING RELATIONSHIPS**

The Association Secretary shall maintain direct liaison with:

- Association President
- Association Committee.
- MNZ Chief Executive Officer.

## **KEY TASKS**

The Association Secretary shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.
- Maintain regular communication with the MNZ Chief Executive Officer.
- Be responsible for the day-to-day management of the affairs of the Association, the carrying out of the clerical work and directions of the Association Committee.
- Convene all Association meetings.
- Prepare the Annual Report for presentation to the Annual Meeting, of the affairs of the Association.

## **PERFORMANCE EXPECTATIONS / KPI's**

The Association Secretary shall meet the following performance expectations:

- Create an environment which provides the opportunity for all participants to reach their potential.
- Contribute productively and in a positive manner at all meetings.
- Ensure prompt circulation of minutes of all Association meetings.
- Ensure prompt handling of all Association correspondence.
- Attend appropriate Professional Development programmes.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Association Committee.

# ASSOCIATION SECRETARY – EVENTS DURING THE YEAR IN BRIEF

(Updated February 2023)

## **Major Events during the Year in Brief**

<b>August</b>	MNZ Board Meeting. MNZ Workshops held in August or September. Send to CEO the new committee list and register your committee so it can be published in the national directory. Check reviewed Association accounts have been submitted to MNZ Director of Finance.
<b>September</b>	Start getting Team Registrations organised for new season. Send Dates of competitions to CEO to publish in National Calendar if you haven't already done so.
<b>October</b>	Start of the Marching Season local Competitions start.
<b>November</b>	MNZ Board Meeting.
<b>December</b>	North and South Island Championships held.
<b>January</b>	Team entries close for NZ Championships 31st January MNZ Board Meeting last weekend. Order Local Championship Awards from your Supplier, Ribbons, Medals, Award Bars Certificates etc.
<b>February</b>	Local Association Championships - normally held.
<b>March</b>	New Zealand Marching Championships.
<b>April</b>	Remits, Nominations, Service Awards close for MNZ Annual Meeting due 30 <sup>th</sup> April. Associations - End of Financial Year. Organise your Association Annual Meeting.
<b>May</b>	MNZ Board Meeting.
<b>June</b>	Marching New Zealand Annual Meeting. Start setting dates and arranging venues for upcoming season marching competitions.
<b>July</b>	Technical QCM's announced for the upcoming season (1 <sup>st</sup> July Releases.) Local Associations Annual Meetings to be held.

## **Contact Details for MNZ EO and TWP:**

Executive Officer – [ceo@marching.co.nz](mailto:ceo@marching.co.nz)  
Technical Manager- [technical@marching.co.nz](mailto:technical@marching.co.nz)  
Director of Coaching – [coach@marching.co.nz](mailto:coach@marching.co.nz)  
Director of Judging – [judge@marching.co.nz](mailto:judge@marching.co.nz)

# ASSOCIATION SECRETARY – MONTHLY TASKS

(Updated February 2023)

## **Monthly Tasks**

Hold Regular Monthly Meetings

- Send out Agenda to committee members (aim for one week prior)
- Remind Chief Judge, Coaching Coordinator, Treasurer, Publicity and Membership Officers to have reports ready for meeting and forward to committee with meeting agenda (aim for one week prior)
- Once meeting complete forward minutes to Committee for approval and send to, MNZ EO, MNZ TWP (get CJ and CC to forward to Association Coaches and Judges)
- Ensure that the reports from the Treasurer, Chief Judge, and Coaching Coordinator are sent to MNZ EO, MNZ TWP with the monthly minutes.
- Once minutes have been approved at next monthly meeting, minutes can be sent out to the wider membership & Association Life Members

Deal regularly with incoming emails and forward on if necessary to appropriate committee members, Association Chief Judge or Association Coaching Co-ordinator.

Always acknowledge your volunteers, remind your Publicity Officer to make up a thank you post or profile a different volunteer for your association every month. A small acknowledgement from time to time will mean a lot to those helping in the sport and make them feel appreciated.

September/October is the time for teams to register please ensure that your Membership Privacy Officer has the correct information to do this. All information can be found on the MNZ website.

During October – March

- Organise the draw for your local competitions ensure teams have entries in 2 weeks prior so that you can get the draw out 1 week prior to competition.
- Ensure you keep in contact with the competition crew – Chief Marshall, Ground Marker and Chief Recorder.
- Ensure that you have volunteers to assist with ground marking, recording room and fundraising at competitions.
- Ensure a list of Volunteers is sent to CEO for MNZ Membership records. This helps with your Membership Statistics that get submitted to Sport NZ.

## **Association Emails:**

Email addresses are the line of communication to the Association, it is important that all Associations use the correct association email. If your Association owns the “secretaries” computer, it moves with all the other Secretary items to the incoming Secretary no change will be required. The Association email will continue to receive and the only change in settings will be the outgoing emails.

If the Association does not own the computer, the retiring Secretary will need to disconnect the email from the personal computer. Go to tools, Email Accounts and DELETE the email setup and then the new Secretary can set up the email on their personal computer. If you need any help just phone or email the Executive Officer and they will be able to help you. All emails are saved on the Microsoft 365 cloud and should automatically download to the new computer.

## ASSOCIATION SECRETARY – AUGUST TASKS

(Updated February 2023)

- **Association Email** – check that it is operating especially if you are a new Secretary. All communications are sent to the 'association'@marching.co.nz email address. If the Association does not have their own computer, you need to ensure the old secretary has deleted the address from their personal computer email.
- **National Directory of Association Personnel** – Needs to be completed on the contact detail template and return to the Executive Officer as soon as possible. The Executive Officer will circulate the new Directory at the end of the month. The Directory will be updated at the beginning of each month with any alterations/additions. It is not made available on the website due to personal contact details within the document. Please advise asap if there are any changes to any of your Committee Members contact details and update them with the EO.
- **National Calendar of Events** please ensure that your dates are sent to the Executive Officer so the calendar can be updated and will be circulated at the beginning of each month with alterations/additions this is also available on the website- if any unforeseen changes please ensure the Executive Officer is notified as it is important that the website is CURRENT. Please ensure that team are aware that they must compete in 3 Competitions/Championships with at least 2 in their own area up to 31 December to be eligible for Entry to NZ Championship (ROP NZ3)
- **Minutes of your Annual Meeting** and Monthly Committee Minutes are forward to the Executive Officer (ROP A18.3)
- **Audited Financial Statements** Remind the Association Treasurer that the audited Financial Statements are to be forwarded to the MNZ Director of Finance, Craig Rhodes PO Box 4160 Christchurch, 8140 or [crhodes@nexichch.co.nz](mailto:crhodes@nexichch.co.nz)
- **Incorporated Societies** must be advised of any changes for the Association and remember to send a copy of the financial Statements direct to the Registrar of Ministry of Economic Development [www.societies.govt.nz](http://www.societies.govt.nz)
- **Association Committee Meetings** are to be held monthly and reports sent to Executive Officer. Any vacant positions on the committee can be filled at the first Committee Meeting by appointment of the Committee. They are appointed and not elected to the Committee as they would have been at the annual meeting.
- **Committee Induction** – the 1<sup>st</sup> meeting after the Annual Meeting is the opportunity to spend 15 minutes to reiterate the role of Committee members have in managing the Association. A simple induction outlines the expectations of members sets good standards for the coming year and as volunteers know what is expected of them.
- **Lines of Communication** just a reminder about the lines of communication. ROP18.6 clearly outlines the lines of communication and remind Coaches and Judges of these also.
- **All Trophies** should be return this month so get teams to get repairs done, polished and careful packed to the Trophy Custodians. This includes and trophies received at Islands and National Championships.
- **MNZ website** [www.marching.co.nz](http://www.marching.co.nz) is the go-to place for all marching information. More and more information will be made available here along with the Constitution, Policies, Rules of Participation, Technical Details, Judging Sheets etc.
- **Policy & Operations Manual** (Technical) information is available on the website if you require a hard copy including the folder this can be purchased at \$35 and order via the MNZ website or the Technical Manager allow 10 days for delivery.
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – SEPTEMBER TASKS

(Updated February 2023)

- **Competition Day Equipment** needs to be checked prior to the beginning of the season so delegate this or you may have a person take on the role of Ground Maker ensure that they have details of the Field Plans and what this role entails details can be found on the MNZ website under Association / Competition Day Resources. Likewise, for your Announcer / Sound Music Coordinator
- **Competition Day volunteers** appreciate information on their volunteer task. Have a volunteer check list ready for the Volunteers. The check list can be a one-page laminated sheet or a small flip folder with all that is required for each task. A step by step of how and where to set up the music system and placement of speakers, even a printed layout of the field for those rostered to set up is handy.
- **Health and Safety Plans and Procedures** will need updating particularly with what we have learnt from the Covid 19 pandemic, eg. ensuring hand washing facilities are available at events. Get your coaching Coordinator to stress this to Team Coaches. We have a primary duty of care for and to manage risks to the health and safety of our marchers, officials, and others (including spectators) and must take reasonable steps that, while under our care and responsibility, the environment is healthy and safe.
- **Registration of Association** should have been completed if not please do so as soon as possible – don't forget to send in Life members of your Association as well. All membership registrations renewals are due 1st October and must be completed prior to 1st November.
- **Team Registration Procedures are available on the website.**
  - o Ensure that either you or your Privacy Officer has sent all information to the Coaches to register their teams.
  - o Familiarise yourself and ensure the Privacy Officer is familiar with the Procedures.
  - o All team management must have current Conviction Checks not less than 3 years' old.
  - o Remind teams of the Shared Subscriptions.
  - o Follow up with Team Treasurers who have filed members with liabilities that they need to inform you as soon as possible that the members have cleared them.
- **Coaching Coordinators** need to be reminded to ensure that new coaches have completed the Induction to Coaching and that a coach of one year must do their Level One Accreditation, before they can be registered as a coach.
- **Liabilities to Sport** any members that have liabilities cannot be registered until they are financial. Transfer requests need to be completed with urgency and only require clearance from the Association not the team as all members will have been given clearance unless the team has filed with the Association as having a liability.
- **Complete this month if not already done** – Annual Meeting Minutes to Executive Officer, Financial Statements to the Director of Finance, Financial Accounts sent to Incorporated Societies, updated Association personnel to Executive Officer, list of Events to Executive Officer so the National Directory and Calendar of Events can be updated
- **Remind teams** that all Trophies should have been returned.
- **Policy and Operations Manual** ensure that your manual has been updated with changes that have been sent by the Technical Manager double check that your Chief Jude and Coaching Coordinator have also received any changes from the Director of Coaching or the director of Judging.
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – OCTOBER TASKS

(Updated February 2023)

- **Reminder** that the following should have been completed and must be prior to 30<sup>th</sup> October.
  - o Registration of Association
  - o Team Registration and teams are aware of the Shared Subscriptions
  - o Association Life members
  - o Check Process for teams that have gone into recess or taking the year off.
  - o Ensure the Coaching Director and Chief Judge are aware of the Coach Incentive and Chief Judge and Judge Incentives.
  - o Key Personnel have been sent to Executive Officer for the National Directory
  - o Your Association Competition dates have been sent to the Executive Officer for the Calendar of Events.
  
- **Reminder that the following**, will be required to run a successful Competition.
  - o Marshalls, Recorders, Plan Layers, Announcer & Music Co-Ordinator.
  
- **Judging Panels** need to be submitted to the Association Committee for approval by the Chief Judge. Teams are entitled to a full panel at each competition so work together to recruit new judges and fill vacant positions, thus avoiding the expense of importing Judges. Do you have a budget allocated to the Chief Judge for Panels? Funds can also be used for Workshops or sending a local Judge to shadow judge and up skill at a nearby Association.
  
- **Judges Sheets** are available on the website. Your Chief Judge may print them for the Panel, check with them who is printing the sheets and be ready with some spare copies on a competition day.
  
- **Chief Recorder** needs to be aware of their role and the expectations of the Secretary of the Day, so include them in the Induction of competition Officials. There is a Recording Handbook on the website which the Chief Recorder needs to be familiar with. Master sheets of every competition must be sent to the Technical Manager, Director of Coaching and the Director of Judging. These can be scanned and emailed.
  
- **Island Championships** in December is the next major event. The Host Association will forward information re Entries, Souvenirs ensure this information is passed on to all teams. Island Championships are for competitive teams only.
  
- **New Zealand Championships** will be next, ensure the Association Treasurer pays the Hosting Association the fee of \$350.00 prior to the end of October.
  
- Send approved Meeting Minutes and Reports to the EO & TWP.



## ASSOCIATION SECRETARY – NOVEMBER TASKS

(Updated February 2023)

- **Another reminder** to ensure you have taken care of the chores from previous months.
  - o Association Key Personnel
  - o Competition Dates for the National Calendar of Events
  - o Members with liabilities can't not be registered to liability is paid
  - o Life members list sent to Executive Officer
  - o Shared subscriptions Coaches have been reminded of these.
  - o Coaching Coordinator and Chief Judge are aware of the incentives.
  
- **Volunteers** are very valuable members of your Association. There is no registration fee, but all volunteers are added to your Association Membership numbers. Please remember to complete the form and send to the Executive Officer. One form will be sufficient per month or send October-December Volunteers before Christmas and January-March Volunteers at the end of March.
  
- **Marketing and Advertising** opportunities abound now that your teams are on the field. Encourage and help the Publicity Officer to get some media profile, start with the competition Draw and follow up with the results and always include articles of interest. For example, Mother and Daughter marching at same event, Judges from out of town visiting or your own judges visiting elsewhere. Foster a relationship with your media contacts and invite them to every activity you hold.
  
- **Competition Days:**
  - o Try and have a full panel when you can at most competitions.
  - o Ensure the Chief Recorder is sending Master Sheets to the Executive Officer and the Technical Working Party.
  - o Thank all your Volunteers
  
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – DECEMBER TASKS

(Updated February 2023)

- **Out and About** in the Santa Parades is a great opportunity to get some free marketing for the sport. We hope your teams and the Association donned Santa Hats and jingled all the way through the street escorting Santa into town for the festive season. It is the biggest audience marching may get in your region so encourage teams to participate there is always room for new marchers or an interested parent.
- **Island championships** a lot of work has gone into the planning of these by the Host Association ensure that teams get entries submitted in plenty of time. Don't forget if you host these the Master sheets and list of Awards needs to be sent to the Executive Officer so results can be loaded on to the website.
- **Next major Event New Zealand Championships** Entry Forms should be available on the website by mid December please ensure that teams are informed. Closing date for these is 31 January. Give teams a deadline for the entry to be return to you. The Association must ensure teams have complied with the eligibility criteria and are satisfied participating in the event is financially viable for the team. Teams must not be returning from the Championship with major fundraising projects to clear incurred debt.
- **Association Championships** are the next major event after Christmas. Hope all your planning is under way and you are able to create an event that raises the bar for your participants and spectators. Include a March past, invite Life members, guests, Sponsors, sport Trust contacts provide lunch or tea and coffee for them.
- Send approved Meeting Minutes and Reports to the EO & TWP.
- **Clean Slate to Start the New Year:**
  - o Complete the Life Membership form and send through to add to your membership stats.
  - o Check that Master Sheets, from all competitions hosted in the Association have been sent to the Technical Manager, Director of Coaching and Director of Judging either scanned and emailed or posted.
  - o Check that all minutes from your Association Meetings have been sent to MNZ, Technical Manager, Director of Coaching and Director of Judging and that all reports including the Finance reports have been attached.
  - o Add names to the volunteer form of any new Volunteers since submitting the previous list and send to Executive Officer
  - o Remind Teams of the close off date for NZ Entries to be processed.
  - o Advise the committee of the date/time/place of next meeting.
  - o Put the bubbles in the fridge.
  - o Do an end of year 'backup' of the computer files.
  - o Turn off the computer and have a well-earned break.

**Wish everyone in your Association a great Christmas and fantastic New Year and to travel safe.**

## ASSOCIATION SECRETARY – JANUARY TASKS

(Updated February 2023)

- **Association Championships** are the next major event in your calendar locally. Ensure the final arrangements are confirmed. Make this something special involve your Life Members and ask them to present trophies. Confirm with your trophy custodian that your trophies have been polished up and medals are ordered to present to teams. Make a special presentation to your Open free Choice teams, certificates or ribbons. Don't forget to have a March Past to make this a special day for all those involved. (Good to practice this for the Nationals March Past)
- **Check with you Membership/Privacy Officer** to ensure that the list of your Life members has been forwarded to the EO. This is quite often overlooked, & we need to continue to acknowledge these members who have been an integral part of the sport over the years.
- **Volunteer of the month** we all have them ensure you send in a few sentences to acknowledge those that help you out. This does not have to be your role all the time why not delegate a committee member to do this.
- **Entry Forms for NZ Championships** are available on the marching website events page [www.marching.co.nz/events](http://www.marching.co.nz/events). Closing date is 31st January, ensure that all teams are given a date to return these to you to allow time for checking before forwarding on to the Executive Officer prior to the closing date. \* Please check that all details are completed on the form and all members are registered. \*Copies must be sent to the Host Association as well as the Executive Officer
- You are also required to verify that the team has complied with:
  - NZC3-1A/B – all members are registered, the Team has completed in the phases they are entering in at least three Championship/Competitions two of which must be in their own Association geographic area during the season up to 31 December. As well as compete in their own Island Championship.
  - RAC5-1/2 – they have been granted permission to travel by the Association and can satisfy the Association that the team has sufficient funds to meet such commitments.
- **Association Championships** – Order your Local Championship Awards from your Supplier, Ribbons, Medals, Award Bars Certificates etc. Make sure these are ordered in plenty of time for your event.
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – FEBRUARY TASKS

(Updated February 2023)

- **Association Championships** ensure that all the loose ends are tied up and have a great event.
- **Association Publicity Officer** may need some assistance with media reports for your local championships and those heading to NZ Championships – don't forget to also publish results the following month.
- **MNZ Annual Meeting in June** start a discussion at your next meeting about changes to our Constitution, Policies and Rules of Participation. Notice of Motions and Remits for changes and items of General Business and any nominations must be received by 30<sup>th</sup> April.
- Ensure that **Life Member and Volunteer** forms have been completed and sent to the Executive Officer.
- Ensure that you **acknowledge you volunteers** at your competitions, call a volunteer forward to the circle applaud then acknowledge who they are to other members and what they actually do that enhances the operating of the Association or the running of the competition. This will also want them to come back & help for seasons to come.
- **Open Forum Meeting** it is outlined in the Rules of Participation A9.10 that March/April is an ideal time to plan a meeting for all members as the end of the season is looming. This meeting is a great opportunity to get feedback some good or bad and this will give direction and ideas for next season. You may identify interested members who could become committee members for the next season.
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – MARCH TASKS

(Updated February 2023)

- **NZ Championships** this month farewell teams and judges and check that they have no last-minute changes or concerns and wish them a safe travels and Good Luck.
- **Publicity Officers** should be busy updating reports to the media about local Teams and Judges attending NZ Championships and also need to ensure that they follow up with results and team achievements with photos if possible.
- **Applications to host a New Zealand Championship** now is the time to have a discussion with your committee to see if they would like to host this event and research venues etc and convince your Association of the benefits of putting together and application. Refer to Rule of Participation NZC1-2. The Application document must be received no later than 30 April.
- **Association Delegates** to the MNZ Annual Meeting need to be considered they represent your Association at the meeting, and they must be capable of contributing the views of your membership in the discussions and then able to present a comprehensive report back to the Association of the actions taken.
- **Constitution, Policies, Rules of Participation, General Business items must be submitted to EO no later than 30<sup>th</sup> April.**
- **Nominations for Board Members** and President will be required, and your Association need to consider whom they intend nominating for that Board positions. You will need to approach the person to ensure they will accept your nomination and for them to provide a précis. The term of a Board member is four years (Rule 5.2). All members of the board are elected see Eligibility Rule 5.3.1 to 5.3.6.
- **MNZ Service Awards** this is an opportunity for MNZ to acknowledge the service of members in a role other than a marcher. Your Association may wish to submit names of suitable eligible person/s as per Rules of Participation A23. Send names and brief précis of their service to reach the EO no later than 30<sup>th</sup> April.
- **Association Annual Meeting** planning should be under way and notice sent to members no later than 90 days prior.
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – APRIL TASKS

(Updated February 2023)

- **Last reminder** to have all membership stats to the Executive Officer that is Volunteers and Life members.
- **MNZ Annual Meeting** has been advertised and registration forms emailed out please register your Delegates and Observers **prior to 30<sup>th</sup> April**.
- Constitution, Rules of Participation, General Business items, Nominations for any vacant Board roles, NZ Service Awards need to be with EO prior to 30<sup>th</sup> April.
- **Remind Team Treasurers** to forward to the Association a list of their members with liabilities to the sport, giving details in respect as per Rule of Participation A20-9. If not received by the Association by 30<sup>th</sup> April the member is concerned cleared.
- **April is a busy month as there are deadline dates for many actions.**
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – MAY TASKS

(Updated February 2023)

- **MNZ Annual Meeting Agenda** should be received approx. middle of the month. Your Delegates need to be fully informed when they contribute to the discussion at the Annual Meeting. The Remits and General Business items will be sent as an email attachment so you can forward to your members to discuss either at your meeting prior to the Annual Meeting or Open Forum Meeting
- **Open Forum Meeting** this is the ideal time to have an open forum meeting, so your members can be advised of items that are going to be discussed at the MNZ Annual meeting and gives them an opportunity to give feedback on this as well as your local competitions.
- **Association Annual Meeting** should be advertised, and nomination forms sent out for positions on your committee, forms to be back at least 30 days prior to your meeting date. Be sure to cast your notice wide to include the parents/caregivers of the marchers.
- **File the list of members with liabilities** that you have and advise teams to inform the Association immediately these are cleared.
- **Planning for the coming season** – time to relook at your Strategic Plan and develop new initiatives that will need you meet your plans. Confirm dates and book grounds for the new season.
- Send approved Meeting Minutes and Reports to the EO & TWP.
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## ASSOCIATION SECRETARY – JUNE TASKS

(Updated February 2023)

- **Attend MNZ Annual Meeting.**
- **Planning for the coming season** – this is ongoing for the next few months to ensure you have your ducks in a row. Brainstorm at your next meeting plus a little more time formulating and planning might give you some great opportunities to provide new and exciting opportunities for the participants.
- **Association Annual Meeting planning** will almost be completed. Notices posted to encourage members to attend and follow up on those that may have shown some interest in positions on the committee. Take this opportunity to make presentations to those stepping down from positions and any Service Awards. Consider having a shared lunch before or after the meeting or perhaps a dessert before the evening meeting. A lucky ticket taped under a seat could give the seat holder a discount off the new season registration or a coffee voucher at a local Cafe.
- **Recessed Teams** a team in the second season of having a year off and deciding not to register again is deemed themselves in recess and assets must be handed over to the Association Committee. The funds to be held for a period of two years, by the Association. If during this two-year period the Association approves the team (Coach, Chaperons, Manager, Treasurer and Marchers) to use the teams name for the purpose of re-activating the Team concerned, the Association shall provide and release the assets and funds held in trust. Refer Rule of Participation A17.3.
- **New Teams** can now register for the coming season and must be registered prior to fund raising in the name of the new team. Membership for this new team will thus be longer than 12months 01 April – 30 September the following year Refer rule 4.4.4
- Send approved Meeting Minutes and Reports to the EO & TWP.

## ASSOCIATION SECRETARY – JULY TASKS

(Updated February 2023)

- **MNZ Meeting Minutes, Constitution, Rules of Participation** will be sent to you please ensure these are sent out to your committee, coaches and judges. Note the Constitution changes will be sent to Incorporated Societies for approval, and you will be advised once approved.
- **New Technical Drills** – These are normally released at the beginning of July ensure all coaches & judges receive copies from your Coaching Coordinator and Chief Judge.
- **Planning of the new season** needs to be signed off by the new Committee and targets established. Make the goals simple and targets achievable but challenging. Suggested goals are:
  - o Develop new revenue streams for successful Competition Days – that may be contacting selected business or even members for donations for season supply of medals.
  - o Provide competitions that are exciting and enjoyable for all participants – could include fun activities like blind pace ladder, themed colour or dress up days.
  - o Could be a day to recruit and train judges – challenge each team to provide a trainee judge.
- Financial compliance rules are very clear within our Rules of Participation ensure that your committee, treasurer, coaches and team treasurers are familiar with them A19.5 to A19.10.
- **Members / Recess** Teams taking a year off ensure that they don't have any outstanding liabilities.
- **Association Annual Meeting** (must be held before the end of July refer rule 16.5.1.1) will be organised please remember to thank everyone for their efforts over the past year and welcome to another exciting year. Remember any non-member nominated for an Association committee position will be required to become a member prior to the next Association committee meeting, which includes a current conviction check.
- **Coach Induction Course** must be provided as soon as interest is shown by any new Coach ensure that your Coaching coordinator follows this up and gets the new coach to complete this and then the coach can make application to Coach to the Association.
- **Level One Accreditation** must be completed by Coaches (of competitive Teams) before registering to coach for the second year and must be approved by the Association Coaching Coordinator to follow this up and training modules can be found on the MNZ website [www.marching.co.nz](http://www.marching.co.nz)
- **Volunteer of the month** don't forget to get this complete or nominate a member of your committee to take on this task.
- **Membership Registration** will be sent out next month and will also be available on the MNZ website. MNZ has incentives please remind your members that these exist. Shared Subscription, Coach Incentive, Chief Judge Incentive, Judge Incentive information on these can be found on the MNZ website under Associations.
- **Conviction Check Policy** – applies to all Committee Members, and Team Officials these must be re applied for every three years and no registration will be accepted without one. Refer to the Conviction /check Policy on the MNZ website.
- Send approved Meeting Minutes and Reports to the EO & TWP.