

The Committee of the Waikato Society of Potters provides governance for the society by establishing a strategic plan taking into account the large number of diverse and creative personalities who come together in this space to create, socialise and enjoy the facilities.

To maintain a positive committee environment, the members of the committee and the manager of the Society have developed the following expectations.

Responsibilities

Each Committee Member is expected to play an active part in the Committee that functions effectively as a whole.

A Committee Member is to:

- Be informed of and understand the constituting documents and legislation under which the society exists, its vision, mission, values, codes of conduct, and policies as they pertain to the duties of a Committee Member;
- Keep generally informed and up to date on the activities of the society;
- Attend Committee meetings regularly and contribute from professional and life experience to the work of the Committee;
- Exercise, in the performance of their duties, the degree of care, diligence and skill required of a Committee Member in accordance with the Incorporated Societies Act and the society's Constitution;
- Not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;
- Act with honesty and integrity and conduct him/herself in a manner that upholds public confidence in the conduct of the Committee's business;
- Voice, clearly and explicitly at the time a decision is being taken, any opposition to a decision being considered by the Committee;
- Know and respect the distinction in the roles of Committee Members and staff consistent with the principles underlying these governance policies;
- Embrace the overall philosophy and values of the society and its professional working guidelines;
- Declare any apparent or real personal conflict of interest in accordance with the society's Constitution, and in particular with this Code;
- Resign from the Committee if he/she is unable to fulfil his/her obligation as a Committee Member due to time constraints, ill health, criminal conviction or a conflict of interest;
- Comply with all other codes and policies approved by the Committee from time to time.

Roles

President: The main person for communications regarding governance matters from Manager to Committee; maintain profile at all gatherings – exhibitions, public occasions

- Convene meetings;
- Set agenda for monthly meetings in liaison with Manager, Treasurer and Secretary;
- Ensure strategic plans are referenced with regard to all agenda items and matters before the Committee;
- Ensure financials are in order with liaison of all Committee and Treasurer;
- Assist with sub-committees' formation to assist with projects agreed upon;
- Direct liaison and support of Manager;
- with one other Committee Members performance management meetings with Manager;
- Ensure Manager does performance management meetings with employees under their management;
- Maintain a regular profile in newsletters with Members.

Secretary: Support of the Committee and President:

- Maintain minutes and arrange monthly meetings;
- Assist Manager with the publishing of minutes appropriately;
- Support president in any/all above.

Treasurer: The person responsible for managing the organisation's financial operations:

- Keep an overall eye on the financial position of the organization;
- Keep the accounts in Xero;
- Pay wages and file payroll with IRD;
- Prepare and present accounts for monthly meetings;
- Load payments including tax obligations and ensure secondary person authorises them after approval by committee;
- Liaise with staff with anything they require regarding finances;
- Prepare annual accounts for review with accountant;
- Present annual accounts at AGM;
- Admin duties for Westpac accounts;
- Using Xero, Stripe, Events Pronto, the shared Excel spreadsheet and Google drive to complete and share accounts information.

Committee members:

- Supportive and proactive in the governance oversight of the WSP.

Conduct of Committee Members

A Committee Member will at all times conduct him/herself in a manner that:

- Supports the strategic plan and best interests of the Waikato Society of Potters;
- Brings credibility and goodwill to the society and does nothing to bring the organisation into disrepute;
- Demonstrates respect for society members, partner organisations and Members of the Committee;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Supports and abides by the decision of the majority where consensus cannot be reached;
- Avoids real or perceived conflicts of interest; and
- Conforms with any by-laws and policies approved by the Committee, in particular this Code and Confidentiality Agreement.

Confidentiality

It is the responsibility of Committee Members to treat as confidential all information regarding the policies, internal operations, systems, business or affairs of the society obtained by reason of his/her status as a Committee Member and not generally available to the public.