

Elected Officers' Handbook

The handbook for PPTA elected officers at branch, regional and executive levels



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Introduction

This handbook is for the use of PPTA's elected officers at branch, regional and executive levels. It will also enable members thinking of standing for office to see what responsibilities that position will entail.

It is divided into the following sections.

- General – containing information relevant to all officers.
- Branch – containing information relevant to branch officers.
- Regions – containing information relevant to regional officers.
- Te Huarahi – containing information relevant to Te Huarahi members.
- Executive – containing information relevant to executive members.

It is recommended that office holders make themselves familiar with the handbook, particularly both the general section and the section relating to their office. It would be useful to keep the handbook as a handy reference and update it as advised.

The handbook provides elected officers with the information required to carry out their roles within the association and to explain the actions and functions of the association to members and the public. It is only a starting point. Below is a list of other important references.

- The PPTA constitution and its code of ethics
- The Secondary Teachers' Collective Agreement
- The Area School Teachers' Collective Agreement
- The Adult and Community Education Staff in Schools' Collective Agreement
- The Employment Relations Act 2000
- Regular email communications (including Collective News, Negotiator and newsletters)
- PPTA News
- Engaging with the Media booklet
- It's About Time (on school timetable policy)
- Various advice issued on particular topics (eg sexual harassment procedures, teacher discipline and competency procedures, parental leave entitlements, background to campaigns, etc.), available from your nearest PPTA office or the PPTA website - www.ppta.org.nz.

Role of the association

The association exists to represent our members and the interests of education generally. Branch and regional officers and executive members have vital roles in ensuring that the association can do this effectively and in developing the interest, participation, enthusiasm and determination of our members which is the strength of the association.

PPTA's objectives are:

- to advance the cause of education generally and all phases of secondary and technical education in particular.
- to uphold and maintain the just claims of members individually and collectively.
- to affirm and advance Te Tiriti o Waitangi (the Treaty of Waitangi).

Name of the association

The constitutional name of the association is “The New Zealand Post-Primary Teachers’ Association (Incorporated)” to which, since 1995, has been added a Māori descriptor, Te Wehengarua. The meaning of that term was described by former PPTA whāea, Katarina Sarich, as follows:

“In the creation myth the separation, of Ranginui (the Sky Father) from Papatuanuku, (the Earth Mother) allowed their offspring to develop and grow. It alludes to the division of time, giving us night and day, light and darkness.”

Te Wehengarua identifies secondary schools as separate entities from other sectors, allowing for the growth and development of young people following a variety of pathways.

The vision is for all students to reach for their full potential and equip them for life’s journey. Secondary teachers are a necessary part of that vision. The relationship between tangata whenua and tauwiwi, between students and teachers, between teachers and parents, when mixed with common goals, should see the establishment of a lasting partnership and a merging of the pathways.

Māori and non-Māori secondary teachers complement each other and PPTA should be richer because of Te Wehengarua.

Association structure

The association comprises about 17,500 members in about 570 branches based in secondary schools, area schools, integrated schools and technology centres. Branches are grouped into 24 geographic regions which are represented on its national executive and at its annual conference. There are also networks for women, new and establishing teachers, LGBTIQ+, Māori and Pasifika members, with the latter two groups also represented on the national executive. For details of the branch, regional and executive structures see the relevant sections of this handbook.

Annual conference

The PPTA annual conference has supreme authority within the association and is the forum in which its major policies are formulated. It is usually held in late September in the break between terms 3 and 4. As the annual meeting of the association it has the power to:

- adopt the annual report, statement of accounts and balance sheet.
- fix the subscriptions.
- amend the constitution.
- appoint the auditors.
- declare the election of the national executive.
- consider regional remits.
- consider any business which may be brought forward and for which special notice is not required.
- set new policy.

It also provides the secondary teaching profession with a major publicity focus.

The annual conference comprises the following who have voting rights:

- the members of the executive.
- two delegates from each region plus one per each complete 2 percent of the total number of full members of the association within each region.
- the members of Te Huarahi Māori Motuhake.
- the kaumātua and whāea.

Any PPTA member may attend the annual conference and speak but may not vote.

PPTA policy initiatives:

- originate with members in the branches.
- are developed and consolidated by the regions.
- receive approval at the annual conference and become part of the association's policy.
- are further developed and then represented by the executive and staff.
- progress is reported back to a later conference by the executive.

Executive has the power to decide policy on issues which arise between conferences.

Special conferences

Special conferences may be called by the executive or by notice from 10 regional organisations, or by any group of not less than 200 members providing it is at their expense.

Field officers

Field officers provide the immediate reference point for members and elected officers. Their functions are:

- to assist individual members with the resolution of problems.
- to assist with branch and regional organisation and activity.
- to deliver membership education courses and seminars.
- to provide information on association activities and policies.
- where necessary, to advocate for members through Education Council processes, Mediation Services, and before the Employment Relations Authority.

National office

The national office is responsible for the day-to-day running of the association. It attends to a very diverse range of matters which arise from all levels of the association as it endeavours to service (or to advise on) all aspects of the association's activities

The president, who for the term of office is granted leave to attend to association matters, is based in the national office except when visiting regions and branches.

The national office comprises advisory, editorial, accounting, information technology and clerical staff working under the direction of the general secretary assisted by two deputy general secretaries. It represents association policy to government and education agencies, and has a direct relationship with members of the executive.

Travel booking procedures

Members needing flights arranged to attend meetings, conferences and seminars will have those flights co-ordinated and booked by national office. The following procedure is used.

For meetings

Once a meeting is called an email will be sent to each member of the committee or council, requesting members to confirm their attendance and to advise any special travel requests.

For conferences and seminars

Anyone attending a conference will need to complete a registration form, advising any special travel requests. Bookings will then be made for members, with accommodation and/or other travel arrangements included if necessary.

An itinerary will be emailed to each member. Please ensure this is checked promptly as changes after noon the next day incur fees.

Any changes to bookings are to be notified to national office as soon as possible, so they can be amended with as little further cost as possible. The cost for such changes may be charged back to members in some circumstances.

If a problem arises immediately before departure (especially early in the morning before national office is open), members are to call the travel agency directly. Contact details are on each itinerary.

Members are requested to use shuttles rather than taxis if transport is needed to and from airports.

Driving

Rental cars are to be used by members when the cost of hiring a car is less than that of using their own car and claiming mileage. As an approximation, if you are intending to travel more than 160km per day, then a rental car is to be used.

Rental cars are to be booked by national office, unless specific, alternative arrangements are approved by the appropriate deputy general secretary.

If a member chooses to use their own car for a journey of more than 160km, the equivalent cost of a rental car or an airfare will be reimbursed if this is less costly than reimbursing the cost of mileage.

Communications

Timely and accessible communication within PPTA is the key to keeping its members informed, engaged and up-to-date with all the association's activities. The association communicates with its members through a variety of channels.

PPTA News

Our magazine focussing on the issues and activities of secondary teachers.

Collective News and Negotiator

Email newsletters sent to branch chairs and branch secretaries (see branch officer section p10) to distribute among branch members to keep them up to speed with member-specific issues.

PPTA website

PPTA's website, ppta.org.nz, allows you to catch up with media releases, topical issues, events, policy information and provide feedback. It has both a public area and a members-only area. The public area includes sections where you can access information about your collective agreement, PPTA's activities and stances on various education and union issues, media releases, publications and information about joining the association. In the members-only section you can access member-specific information about PPTA campaigns and collective agreement negotiations and participate in forums with other members.

To log in to the members-only area of the website, your username is your MoE number (with no zeroes in front) or the preferred email address we have for you on file. Your password is also your MoE number minus the zeroes until you log in and change it.

Circulars

Papers circulated among the executive and PPTA staff that include agenda information for annual conference or meetings of the executive and its committees (frequently with remits and recommendations), minutes from those meetings, information about specific issues often with recommendations and instructions for procedures such as elections and annual conference business.

Occasionally a specific series of circular may be more widely circulated during bargaining rounds. These contain urgent and vital information.

Sometimes circulars are marked "Confidential" and this must be respected as it is designed to protect the interests of the association and its members. It is used when:

- release of material could embarrass or damage members or schools.
- release of the material could cause political or tactical embarrassment to the association.
- release of information about proposals under negotiation could prejudice the success of the negotiations.
- the subject material has been made available to the association on a privileged basis and its release would be embarrassing to the party making the material available.
- the material is subject to debate within the association and its distribution to non-members would be premature.

Confidential circulars are restricted to those on the distribution list at the top of the circular. The burden of confidentiality rests with those to whom the material is circulated. It is imperative that the stated circulation be strictly respected.

Some circulars are classified “Strictly Confidential until (state time or event)”. This classification is used when planning is necessary before a public announcement is made (e.g. stopwork meetings to consider a salary offer must sometimes be organised before the offer is actually received to enable the association to respond before the deadline).

Other publications

PPTA also produces a range of booklets that offer detailed information about collective agreement entitlements and advice and guidance about professional aspects of teaching.

Other unions

PPTA is affiliated to the New Zealand Council of Trade Unions (NZCTU) and its regional structures in terms of its constitution.

Messages of support from other unions when direct action is being undertaken should be received and acknowledged in an appropriate manner. Messages of support for other unions may be given by regions on their own behalf, provided this is done in accordance with Rule 33 of the PPTA constitution, after full and representative consideration of the issue.

Offers of support by way of “sympathy strikes” from other unions should be referred to the general secretary in the first instance.

Support aimed at preventing strike-breaking, or making it more difficult, should be welcomed where its purpose assists in making more effective any direct action by the association but without, in other respects, “spreading” the strike.

Regions, branches and members should under no circumstances take any action which might undermine, weaken or break any course of direct action by other unions and organisations.

Teachers who also belong to other unions are expected to discharge their obligations properly to the other union. The association will not seek to negotiate dispensations or otherwise weaken the other union’s directive.

In any case of doubt or difficulty reference should be made to the field office.

PPTA constitution

The PPTA constitution, which is available on the website, comprises;

- the rules setting out the basic structure of the association, the functions of its various parts and how they relate to each other and the whole.
- the election rules.
- the first schedule relating to The Treaty of Waitangi.
- the second schedule detailing standing orders – procedural rules which govern meetings of the association.
- the third schedule – the rules relating to legal assistance to members.
- the fourth schedule – being the code of ethics.

Code of ethics

PPTA’s code of ethics is published in the same booklet as the constitution and is available on the website. Its purpose is “to encourage ethical conduct by all secondary teachers”. This implies a

positive approach – the emphasis is not on listing what teachers should not do, but on giving guidance in the development of attitudes and standards.

When it is alleged that an infringement of the code has taken place, procedures must follow the pattern set out in the code. The respondent has the right of appeal from the decision at each level. Also, the procedure may be halted at each level by the decision to take no further action.

Meetings

The second schedule of the constitution (standing orders) sets out in detail the procedures for the conduct of PPTA meetings. It has been proved repeatedly that, if these rules are followed, meetings can be conducted in an efficient and democratic manner.

Role of the branch

There is a PPTA branch in each school or workplace making the branch the most immediate and significant level of involvement for most members. The effective performance of branch officers is crucial to ensure that the association receives accurate and clear messages about what is happening in schools and what members want, and for members to receive the information and assistance in their working lives to which they are entitled.

Branches have primary responsibility for monitoring conditions of service within the school. Their task is to ensure that members who have problems receive assistance where appropriate, recruit non-members, and implement association policy within the school.

Branches need to express attitudes on policy matters and the executive frequently needs their opinions on specific issues. As the key point of contact for members with the rest of the association, it is important that the branch functions effectively.

This section of the handbook describes the duties of branch officers and the resources and assistance available to help you carry out those duties satisfactorily.

Branch officers

Many branches are now led by an elected collective of branch officials, among whom tasks are shared out as they arise. The shift in the industrial focus to the individual workplace makes it imperative that branches are well organised and not dependent upon one or two stalwarts. A branch committee ensures that responsibilities are shared and that individuals are not disadvantaged through union involvement. Traditional branch positions include the following.

Branch chairperson

Normally chairs branch meetings and acts as a focus for branch activity such as leading branch delegations to the board of trustees, meeting with the PTA or local MP, attending regional meetings. The branch chair should be a person in whom branch members have confidence when seeking advice on individual conditions of service matters. This could involve considerable interaction with school administrators.

The professional leadership role of this position within the school is sometimes recognised by the allocation of timetabled non-teaching periods within the school week. There's a separate publication *Branch Chairs' Handbook* which is available to assist members in this role.

Branch secretary

A crucial role in the efficient running of the branch. Responsibilities include receiving and disseminating inward correspondence, displaying and forwarding the Collective News and the Negotiator prominently, distributing PPTA News to all members, keeping minutes of all branch and committee meetings, writing outward correspondence, completing branch membership returns and notifying changes to membership during the year. The secretary is also the branch returning officer (except for the election of branch secretary) and must ensure that voting procedures for all PPTA elections are carried out impeccably. The branch should also establish an email address and notify the national and field office of this address.

Branch women's contact

An important link in the association's women's network. This person should be a point of contact for women teachers with queries about conditions of service, should encourage women staff to join, particularly part-timers, and explain the different categories of membership available, should disseminate information provided by PPTA's women's officer and the regional women's co-ordinator, and should ensure that women branch members have opportunities to discuss matters of particular relevance to them and a means of expressing their views.

Branch treasurer

Responsible for accounting for the funds allocated to the branch by the region (see also Branch finances, p14). Some branches have moved to having branch funds managed centrally through their regional committee. This reduces the workload associated with the treasurer's role.

Health and safety officer and health and safety representatives

Schools should have an official who specialises in safety in the workplace. The Health and Safety at Work Act also requires elected health and safety representatives in every worksite. These representatives are entitled to two days paid leave per annum for training. Representatives should advise their field office when they are elected so that they can be invited to a PPTA Health and Safety course.

A branch collective can include members who take on (or share) the above responsibilities and others who are prepared to be part of a branch executive.

Obviously the size of the branch will determine the number who can be involved in branch leadership.

Important dates for PPTA branches

31 Jan	Financial year ends for branches and regions.
1 February	Association year begins. Branch officers should be in place.
Feb/March	Branch officer training. Delegate Leadership Development Workshop.

Issues and Organising (I&O) Seminar.

March	Work on branch financial statement.
15 March	Last date for sending names of branch officers to field office.
	Branch financial statement should be completed and sent to regional treasurer.
31 March	Financial year ends for PPTA national office.
Last Monday of term 3	Closing date for executive nominations.
Week 1 & 2 of term 4	Voting closes for executive election.
Early December	Election of regional officers for following year.
Early December	Election of branch officers for following year.

Recruitment

All teachers on the staff should be made aware of the association's role and activities and should be given the opportunity to join. Eligibility for membership is described in Rule 5 of the constitution, but generally all persons employed as secondary teachers are entitled to join.

New staff should be welcomed to the branch. If they have previously joined PPTA, ask them to note changes in their contact details on the Membership Application Or Change Notification form, and to check their payslip to ensure their subscription is still being deducted. If deductions are not being made, email membership@ppta.org.nz or contact your local field office.

Non-members should be invited to join, and the benefits of membership should be explained to them. This is particularly important for beginning teachers and part-time teachers. You may wish to give non-members a copy of the leaflet Join PPTA along with an application form. These can be downloaded from the website or obtained from the local field office. The subscription rate is 1% (GST inclusive) of members' actual annual rate within the base scale (whether full-time or part-time pro rata) to a maximum of 1% (GST inclusive) of the top step of the base scale. There is no need to collect subscriptions as these are deducted from salary at source or paid directly to national office. However, payroll authorities will only process new deduction applications with the correct MoE number on them. If a form without such a number is sent to national office for processing, it will be returned to the member for completion.

Any membership queries can be emailed to membership@ppta.org.nz or phone: 0800-630-400.

Membership changes

It is important to advise PPTA national office, using the Membership Application or Change Notification Form, of changes in membership promptly, especially those resigning or taking leave without pay. All queries relating to individual members' subscriptions should quote the teacher's personal number (MoE number or PPTA membership number).

The names of the branch officers should be sent to your local PPTA field office by 15 March each year.

Resignations must be made in writing, giving a minimum of two weeks' notice and national office should be notified promptly as it takes time to stop the automatic deductions. The resignation does not become effective until the member has paid all dues required under the association's rules.

Healthcare plus – PPTA members are entitled to join Healthcare plus (formerly known as the Education Benevolent Society). The subscription is payable by automatic deduction from salary. Members who retire or leave teaching can continue paying contributions to HealthCarePlus by becoming an Honorary Member of PPTA. The Healthcare plus agent or branch secretary should distribute information brochures and hold a supply of claim forms. Brochures are available from PPTA national office, P O Box 2119, Wellington, from Healthcare plus 0800-268-3763 or from www.healthcareplus.org.nz.

PPTA's refund policy

Subscription refunds will only be actioned for overpayments made by the Ministry of Education's payroll system, or PPTA error, and supporting evidence is required.

Inappropriate deduction situations occur because the payroll authorities cannot alter deductions (although they may be aware of changes to an individual's employment situation) without authority from a member or the member's agent, PPTA. The association also cannot authorise these changes without being informed of them by the member concerned. PPTA has no access to personal payroll information about members' employment situations. Consequently deduction changes do not occur automatically.

Members are responsible for communicating changes in their employment situation, preferably to PPTA directly, so deductions can be altered promptly. The payroll authorities have a "pay period cut-off date" system which requires two weeks' notice of changes and cancellations.

Refunds are not paid if the member has not informed PPTA or payroll of a change in employment situation. Copies of correspondence are required in instances of payroll or Southern Cross error.

Meetings

Branch meetings should be held regularly – at least two times a term but as often as needed to discuss PPTA business and allow members to raise and resolve issues. At times of intense activity, such as salary negotiations or a particular campaign, more frequent meetings may be needed.

As far as possible, meetings should be held when as many members can attend as possible. They could be held as part of a regular staff meeting roster. Adequate written notice should be given to avoid any risk of "jack up" allegations.

The branch women's contact may organise meetings of women staff when appropriate – e.g. to discuss EEO programmes. The Second Schedule of the PPTA constitution lists standing orders under which meetings should be conducted.

Paid union meetings (PUMs)

The right to hold two, two-hour paid union meetings per year derives from section 26 of the Employment Relations Act 2000. All members should attend paid union meetings. The branch chairperson should advise the board of trustees through the principal that members will not be available for teaching duties for the time of the meeting. A minimum 14 days' notice must be given. You may also be asked to inform parents of the reasons for the meeting. Branch officers should note that adequate supervision of students should be made available by members if there are not

enough non-members to do it, and that a list of those attending the meeting should be provided to the board.

In exceptional circumstances individual branches may have a need for a PUM. This situation should be discussed with the regional chair/executive member/field officer so that appropriate authority to call the meeting is given.

Industrial action

Should it be necessary to undertake industrial action on an issue, you will be given full instructions through your region and/or national office.

Branch records

The branch secretary should keep files and records of branch meeting minutes, correspondence, Collective News, Negotiator and PPTA News.

Branch finances

Branch treasurers are responsible for ensuring:

- that a simple and accurate record is kept of how money is used.
- that spending is planned.
- that decisions about spending branch funds are made in a democratic way and are recorded in the committee minutes.

Some regions will maintain funds and accounts on behalf of branches.

PPTA funds should be used only for matters which advance the constitutional objectives of the association.

Association elections

National

The president, junior vice president and members of the executive (excepting the Māori and Pasifika representatives) are voted for annually on a national basis – ie each full member of PPTA has a vote. These elections are conducted concurrently. The term of office is 1 February to 31 January. Dates in the annual election cycle are:

- | | |
|-------------------------|--|
| • During term 3 | Notice to members calling for nominations. |
| • Last Monday of term 3 | Closing date for nominations. |
| • Annual conference | Declaration of nominations and elections required. |
| • Weeks 1-3, term 4 | Elections held, results declared. |

Detailed instructions on the conduct of the elections are sent with the voting papers each year. These instructions should be read carefully by branch secretaries/returning officers. The voting papers are sent by national office to branch secretaries and must be distributed individually to every member entitled to vote. Information about candidates is sent with the papers.

Members must be made aware of the closing date set by the branch returning officer for the ballot within the branch so that their votes can be counted before the result is notified to the returning

officer at national office. Members may send their sealed vote direct to national office by the due date rather than have it counted in the branch return.

It is very important that elections are conducted properly and that the results are returned by the due date. Because late returns are not counted, failure to send in branch voting returns by the closing date effectively disenfranchises all members of the branch.

Regional

Regional officers are also elected by secret ballot of members in branches. Each region will have its own rules for these elections in its constitution. Regional officers will normally be elected in term 4 to take office on 1 February the following year.

Referenda

When referenda are conducted, the voting papers are also distributed to branch secretaries. Voting should be conducted in a similar manner to that for the election of the executive.

Branch

Branch officers should be elected at the end of each year so that the branch is ready to go on 7 February. The names of the branch officers should be communicated to your local field office and the regional organisation.

Campaigns

Each year seems to bring its own crisis. PPTA's action is most effective when it originates in its branches and pervades local communities. Keep your regional officials and executive member informed of initiatives that your branch is taking. Seek additional funding from your region if necessary. When executive directs a campaign, full information and instructions will be sent either directly to branches or communicated through the regional structure. These often require branch officers to take on a membership education role – it is very important that this is carried out as effectively as possible.

Annual conference (see also General Section, p5)

It is important that members are aware that PPTA's annual conference is the avenue through which they can seek to have policy established or amended. It is usually held in late September in the break between terms 3 and 4.

Nominations for regional representation will be sought from all branches (see the Regional officers' section, p22).

The annual report and conference papers, remits and reports are distributed about the beginning of July. Ensure members have access to them. Branch meetings need to be held to discuss the branch position on matters raised. That view should then be conveyed to the region which will co-ordinate a regional response and instruct its delegates accordingly. This is members' chance to formulate policy – it is important that they are given that chance.

Members can initiate policy by suggesting conference remits and papers. Branches should work through the structures to do this. Branches should submit policy remits to regional meetings. If

approved at that level they may either become the region's remit for annual conference or between conferences, be submitted to the executive for consideration. Policy remits should not repeat existing policy and should be supported by factual evidence and sound argument attached as notes.

Dealing with questions / problems - code of ethics

The code of ethics is printed in the PPTA constitution. Members are expected to abide by the code and there are procedures which can be taken where there are breaches of it. (Refer to the fourth schedule of the PPTA constitution.)

Personal cases / personal grievances

A personal case is any problem relating to an individual member of the association. Other members may be involved, particularly if the case is one of personal relationships within a staff or school.

Some problems may require a "personal grievance" action in which case you should contact your field officer. A personal grievance arises when a member feels she or he has been treated unjustifiably. Full details on personal grievance procedures are in Part 9 of the Secondary Teachers' Collective Agreement (STCA) and Part 8 of the Area School Teachers' Collective Agreement (ASTCA). If a member in your branch wants the association to represent her or him in a personal grievance, put them in contact with your local field officer.

If you are unsure how to deal with any problem arising in the branch, ask your field officer for advice.

Differences between members should be resolved at branch level if possible. Where the dispute is a matter relating to the code of ethics, the procedures set out in the code should be followed closely. If the matter becomes one which cannot be handled at branch level, refer to the region or executive member. An association support volunteer can be asked to assist, if all parties agree.

Legal assistance

Situations threatening legal action, or a member's tenure of position, require immediate action.

PPTA provides legal assistance for members but this does not involve unlimited liability. Members who believe they need legal assistance arising from a situation to do with their work should contact their field officer in the first instance. Members cannot go to a lawyer of their own choosing and simply send in the bill to PPTA. Legal assistance will not be provided retrospectively – members must apply to the association first as often the association's own staff can provide the advice needed.

Details of the association's legal assistance provisions are set out in the third schedule of the PPTA constitution. The legal assistance policy is available by contacting PPTA national office.

Resignation from teaching

Resignation is an action which has very important and far-reaching consequences for a teacher. It is irrevocable and strips a teacher of virtually every employment right he or she possesses. To resign is sometimes a first reaction of a teacher who gets into difficulties. Members should be counselled against such action, and should seek advice from their field officer first.

Falling rolls

If your branch is worried about a fall in roll and the possibility of some teaching positions being terminated, contact your regional and field officers. PPTA has trained surplus staffing specialists in each region.

Relationships with ...

Principal

Most principals are members of PPTA. As members of your branch they are bound by branch decisions. A co-operative working relationship between the branch chairperson and the principal should be sought but it is important to remember that in the branch all members are equal. The branch structure is non-hierarchical and should not be confused with the school structure.

Board of trustees

Again, co-operation is better than confrontation. Make yourself known to the board chairperson, establish a roster of branch members to attend board meetings, write to the board regularly advising them of current PPTA concerns. The board is your employer and the harmony of the workplace will derive largely from the board/branch relationship.

The staff representative on the board may be a PPTA member, though does not have to be. However, it is appropriate for the branch to ensure that the staff representative reports to all staff regularly.

Regions

Branch officers and in particular the branch chairperson and branch treasurer should establish close and regular contacts with their regional counterparts. Branches should always be represented at regional meetings. The agenda should be discussed at branch level beforehand and the branch's representative should report back to the branch after the meeting.

It is vital that at least one branch officer (but preferably more) from each branch attends the branch officers' seminar run by the region each year. Those who do attend should brief those unable to attend, as the seminar trains officers in how to run their branch and establishes the plan of activity for the year. In addition, branch officers should all complete the three stages of the Mahi tika programme.

The regional women's co-ordinator will communicate with and organise meetings and seminars for branch women's contacts and te reo ā rohe will liaise with Māori members.

Executive

Invite your executive member to visit your branch. Make sure members know who their representative is. Make sure you know how to contact your executive member for advice.

Field officer

Your field officer is your first line of enquiry for all conditions of service matters. Make sure all members know who their field officer is and how to contact them.

National office

Branches should generally not need to contact PPTA's national office as most problems or enquiries should either be directed through the regional organisation or the field officer. Information is most easily obtained from PPTA's website www.ppta.org.nz.

Other unions

PPTA is a member of the New Zealand Council of Trade Unions (NZCTU) and works through both its national and districts structures. (See General Section, p9.)

Most secondary schools have members of the New Zealand Educational Institute (NZEI), which includes support staff in secondary schools, on their site. Some school employees are also members of the Public Service Association (PSA) and E tū. The aim should be to work in with these other unions and not to take any action which undermines their work.

Ministry of Education

Generally, national office will be the liaison point for raising matters with the ministry. However, if ministry officials visit your school, it is appropriate to make yourselves known as PPTA branch officers.

School payroll officer

These people have the responsibility for working with Novopay and seeing that you get paid. It is useful to identify the person responsible in your school so you know who to contact if members ask. Again, co-operation pays dividends.

Media

The regional organisation has the role of representing PPTA policies at the local level. If there is a matter in your school which you wish to publicise, seek the advice of your regional chairperson who has been provided with a guide entitled *Working with the Media*. If you are approached by a member of the media for comment on a particular situation, it is advisable to check with your regional chairperson. If you wish to comment, then make it very clear on whose behalf you are speaking. Remember, under the constitution, no branch can make a statement purporting to be on behalf of PPTA without the authority of an executive member.

Advice and guidance

Many members' queries will be able to be answered by referring them to the PPTA website, collective agreements, the constitution or other material supplied to branches. Further advice and guidance is available from the following people.

Regional officers

A first point of contact, especially if the region is one which does not have a resident executive member or field officer. If you are new to the job of branch officer or a new branch and you are unsure what region you belong to, check with your field office. The following is a brief breakdown of what each regional officer is responsible for.

Regional chairperson - For code of ethics matters, conference remits, preparation of conference papers, details of local industrial action, stopwork meetings, etc

Regional secretary - For information about regional meetings, programmes, paid education leave.

Regional treasurer – For management/use of branch funds, PPTA expense claims.

Regional women’s co-ordinator – For advice on matters relating to women teachers and girls in education.

Regional te reo ā rohe – For advice on matters relating to Māori teachers and Māori students.

Regions may also have roles for representatives for Pasifika, men, Network of Establishing Teachers, Rainbow Network, and other roles it sees fit.

Women’s network

Support is available for women teachers through PPTA’s women’s network and from the women’s officer. The national women’s network is made up of regional women co-ordinators elected in each PPTA region, together with representative members from both Te Huarahi and Komiti Pasifika. The women’s officer acts in an advisory position to the network which is convened by a woman member of the executive.

The women’s network is responsible for the overall co-ordination of women members’ issues and activities, oversees particular initiatives and campaigns and conveys issues of concern to the executive.

Regional women co-ordinators also continue their own regional roles of co-ordinating women’s issues, activities, and education throughout their regions.

Branch women’s officers are the first port of call for women members in branches.

Women members can also access the women’s officer at PPTA national office for advice or support on specific issues.

Māori network

Māori teachers should be advised of the name of the regional te reo ā rohe who will link them up with other Māori teachers in the region.

Komiti Pasifika

Komiti Pasifika is an advisory committee to the PPTA executive. It has established a register of Pasifika teachers. Branch officers should contact their executive member for the name of the local Komiti Pasifika member.

Network of establishing teachers (NET)

This network comprises teachers in their first 10 years in the profession. Each region has a NET representative and nationally the network has a co-ordinator. Branches should be advised of the name and contact details of the regional NET representative so they can be part of the network.

Executive members

The national executive is elected on a regional basis. Representation is based on membership numbers so some smaller regions share an executive member while some larger regions are entitled to more than one executive member. Executive members represent their regions in matters considered by the national executive and act as a two-way channel keeping branches informed about national policy and action while gathering opinion from members through the branch and regional network. Contact them on matters of national policy and action.

Field officers

There are 16 field officers around New Zealand. PPTA employs them full-time to assist with branch and regional organisation and activity and to assist individual members with employment related queries and disputes. Te Mataroa and the Education Organiser are also based in the field offices.

Contact them on matters of conditions of service and personal cases. Their addresses are on the back cover of this handbook.

National office

Address all correspondence to the general secretary, NZPPTA, PO Box 2119, Wellington, or email to gensec@ppta.org.nz. Membership administration matters can be directed to membership@ppta.org.nz or phone: 0800 630 400.

Try your regional chairperson or executive member first on matters of policy, or your field officer on a conditions of employment matter.

Reference material

All members receive a copy of PPTA News but other material is supplied to be held in branches for reference by members. It is difficult to estimate how much any particular publication or resource will be used so notify national office if you receive too few or too many copies for your needs.

The material includes regular publications listed below as well as leaflets and kits designed for specific purposes such as election campaigns, the introduction of major changes in education or industrial areas, etc.

PPTA constitution

Copies of the association's constitution are supplied to branches to be held in the branch for reference by members. The constitution is accessible on our website www.ppta.org.nz.

Branch officers should have a reasonable understanding of the rules and procedures in the constitution. Although all parts of the constitution are relevant, four parts of special importance to branch officers are:

- rules 5-20 relating to membership and branches.
- rules 21-35 relating to regions.
- rule 70 relating to voting and eligibility to vote in PPTA elections.
- the code of ethics.

Regional constitution

Each region has a constitution. Branch officers should be familiar with their region's constitution and each branch should hold a copy.

Collective agreements

These are the legal documents containing details of salaries and conditions of employment for secondary and area school teachers and community education personnel. Copies are supplied to branches and they must be available to members for reference but retained in the branch. These documents are also accessible on the PPTA website www.ppta.org.nz

Collective News

Collective News is usually published fortnightly. Each branch secretary is emailed a copy that he or she should then promptly forward to all branch members and display a printed copy on the PPTA noticeboard in a prominent position. *Collective News* is often emailed with supporting information attached that should be displayed as well.

Any matters requiring action (such as supplying information to national office, completing questionnaires or notifying names) should be dealt with as soon as possible with particular regard for deadlines. Attachments usually comprise material which should be kept permanently for reference or material which needs to be completed and returned to national office.

Negotiator

The *Negotiator* is issued during collective agreement rounds when negotiations are taking place between PPTA and the MoE. It aims to keep members up to speed with developments and offers advice, support and information to branches in regard to any industrial activity the association requires them to undertake. Like *Collective News* it is emailed to branches for display and distribution to all branch members and is often emailed with supporting information attached that should be displayed as well.

PPTA poster

Each year branches are sent a copy of the “Working together for you” poster.

This lists the various officers members may wish to contact. The names and contact telephone numbers of these people should be filled in and the poster displayed prominently.

PPTA News

Our magazine, *PPTA News*, is published during term time year. Sufficient copies are sent to each branch for each member to receive one. Copies should be placed in the pigeonhole of each member. This is the only regular communication each member receives, so make sure they each get their copies.

Booklets, pamphlets, and advice

PPTA publishes various documents to assist members and elected officers in their work. The advice documents are available on the website and you can download copies or request them from your local field office.

Role of the region

The region is a geographical grouping of branches working collectively to supervise PPTA activities and safeguard the interests of all members and branches within its boundaries. Note that all branches includes manual, intermediate, integrated and area school branches, as well as secondary school branches.

Regions are responsible for organising campaigns, expressing opinion and making representations to politicians and others at the local level. They also formulate and represent policies to PPTA’s annual conference and executive. The enthusiasm of members and branches depends on how effectively a region can link them with annual conference and the executive.

PPTA has 24 regions each of which is required to:

- form links between the branches in its area and links between its branches and the executive.
- discuss matters referred to it by the executive.
- consider remits from its branches and forward such remits to the executive if approved by the regional organisation.
- appoint representatives to attend annual and special conferences.
- initiate discussion on matters concerned with education in general and with secondary education in particular.
- control regional finances.
- supply to the executive before 31 May each year a report on its activities for the previous year.

Organisation

Regional committee

The regional committee should comprise a chairperson, secretary, treasurer, women's co-ordinator (who shall be a woman), te reo ā rohe, network of establishing teachers (NET) representative, members of the executive representing the region (who are regional vice chairpersons by right of office) and, where there is a Pasifika network in the region, a Pasifika co-ordinator (who shall be of Pasifika decent). The regional organisation may create and elect additional offices at its discretion. The responsibilities of the regional officers are as follows.

Chairperson

- Organises and directs PPTA activity within the region.
- Chairs all regional meetings.
- Is the regional spokesperson to the media.
- Recommends suitable candidates to serve on special committees.
- Supplements and interprets information sent to branches and members from national office.

Secretary

- Keeps the records of the region and the minutes of all meetings.
- Handles all incoming and outgoing correspondence, including the Collective News.
- Ensures that the region has a returning officer for elections. (The returning officer shall not be a member of PPTA: usually the local field officer is asked to do this task.)

Treasurer

The role of the treasurer is to identify, measure and communicate the region's financial information to the regional committee, branches and national office.

The treasurer is responsible for ensuring that:

- complete and accurate financial records are kept for all regional activity.
- the above records are reported at regional meetings.
- financial statements are completed and submitted to national office by 15 April.
- with the help of the budget committee, budgets are prepared before the beginning of the financial year.
- training of branch treasurers takes place.

Women's co-ordinator

- Must be a woman.
- Should be fully involved in all regional organisation.
- Organises specific regional activities for women as decided on within the region or as requested by PPTA's women's officer.
- Supports branch women's contacts.

- Reports to the region and the women's officer on women's opinions and concerns.
- Disseminates information of relevance to women.
- Collects information when requested by the women's officer.
- Reports annually to the women's officer on activities for women in the region.

The above four positions must be elected annually (by 31 January each year for the coming association year) by secret ballot of all members of the region, conducted in branches.

Te reo ā rohe (regional officer)

- Must be Māori.
- Is chosen annually by those members in the region who are on the PPTA Māori electoral roll.
- Identifies Māori membership and establishes appropriate lines of communication within it.
- Promotes Māori education and furthers the interests of Māori teachers, pupils and parents.
- Liaises with the āpiha Māori and with Te Huarahi Māori Motuhake.

Network of establishing teachers (NET) representative

- Must be in their first 10 years in the profession.
- Is chosen annually by those members in the region who are on the NET database.
- Identifies regional NET membership and establishes appropriate lines of communication within it.
- Promotes and furthers the interests of local establishing teachers.
- Liaises with the local executive member(s) and national NET co-ordinator.

Pasifika co-ordinator

- In regions where there is a Pasifika network.
- Must be of Pasifika decent.

Surplus staffing specialist

- PPTA-trained specialists who ensure that the processes as per the agreement are carried out fairly and correctly.
- Appointed to each region by the executive and co-ordinated by the local surplus staffing co-ordinator (who will be a field officer).

Finance/budget committee

- Appointed by the regional organisation with regard to fair representation of men and women, Māori and other cultural groups.
- Works under the direction of the regional treasurer.
- Sets the regional budget.

Regional ethics committee

- Investigates code of ethics complaints.
- Is established at each annual general meeting under clause 12 of the code of ethics.
- Comprises five members, at least three of which investigate each complaint.
- Adheres to the principles of natural justice.

Field officers

- Are paid staff employed by PPTA and assigned to service particular regions.
- Must be involved in regional activities.
- Should be the first point of reference for members and branches on PPTA policy, personal cases and individual problems.
- Should be informed of all regional activities and meetings as early as possible. Field officers service more than one region so liaison is essential to avoid clashes of dates.

Important dates for PPTA regions

31 January	Elections for regional officers for the following year must be complete. Regional financial year finishes.
1 February	Association year begins. Advise national office of attendees to Issues and Organising (I&O) Seminar.
15 February	Names of regional officers due at national office.
Late February	Delegate Leadership Development Workshop and I&O Seminar.
February-March	Branch officers' seminars to be held.
15 March	AGM of regions to be held by this date.
31 March	Association financial year ends.
1 April	Association financial year begins.
15 April	Last date for audited statement of accounts and regional budget to reach national office.
31 May	Copies of annual report of regions due at national office.
31 July	Names of regional delegates to annual conference due.
Last Monday of term 3	Closing date for nominations for president, junior vice president and executive members.
1 November	Start of budget process for next year.

Some of these dates may be subject to change to take account of the term dates and are currently under review.

Elections

Regional elections must be held by 31 January. It is recommended that they are held before the end of the preceding school year. Elections for regional officers must be conducted in accordance with rules 26 and 60-74 of the PPTA constitution.

Each region shall appoint a returning officer who shall not be a member of PPTA. Typically, regions ask an administration staff member from their local field office to act as returning officer.

Nominations for regional officer positions for the forthcoming year must be forwarded to national office by 15 February at the latest but it is helpful if they can be forwarded before the end of the preceding school year so that an accurate directory can be issued promptly.

Regions should make sure they let their branches know who all of their regional officers are, including support persons, and how to contact them both at school and home.

Constitutions

Regional officers should study rules 21-35 of the PPTA constitution which apply to regional organisations.

Each region has a constitution which may be the standard one provided by the association or adapted to suit the particular region. No regional constitution can conflict with the PPTA constitution.

Meetings

Regional officers should be familiar with the second schedule of the PPTA constitution which details the procedures for conducting association meetings in an efficient and democratic manner. See also PPTA's booklet Meeting Procedure.

Regional

General regional meetings must be held at least once per term.

Before each regional meeting check that each branch will be represented. Remember branch officers change and mail can be delayed.

Executive members should have a time slot on the agenda of each regional meeting to report on national activity.

Circulate the minutes or meeting highlights after each meeting of the region or of the regional executive. There could be a place for a chairperson's newsletter between meetings.

It is easier for people to remember a fixed meeting place but a shift of meeting site could encourage new links with regional activity for the branch members hosting the meeting.

Advise your field office of meeting times as early as possible.

The region's annual general meeting must be held before 15 March.

Special meetings may be called as deemed necessary by the region or the executive.

Video conference

Telephone or video conference calls may be an option for rural regions where meetings are difficult and costly to arrange, particularly for meetings of the regional committee or budget committee. The conference should be set up a day or two in advance. The cost is charged to the convenor's toll account. A video conference works well when agendas are clearly set beforehand, all participants are warned when the conference is to take place and there is a time limit on the call.

Industrial action

Part 8 of the Employment Relations Act 2000 recognises that a union and an employer must deal with each other in good faith but does not preclude certain strikes and lockouts being lawful.

Decisions on nation-wide industrial action will be made by the executive and communicated directly to the regional officers. This could include a directive for regionally based stopwork meetings of members to:

- register strong public protest or to draw public and government attention to the feelings of secondary teachers on the issue.
- provide all members with an equal opportunity to hear and consider the matters at issue.

Regional officers should share the responsibility for organising stopwork meetings (it should not be done by one person). Although full instructions are issued each time. The following general points will help.

- Notice: Meetings may be called at short notice. Where possible, school authorities should have time to give two days' (48 hours) written notice to parents of any change in the school day.
- Timing: Preferably, stopwork meetings should be held during the first or the last hour of the school day.
- Venue: Convenient venues should be chosen and booked promptly. In regions where members are scattered it might be better to arrange more than one meeting.
- Closure of schools: Members cannot order schools to be closed. Instead, branch chairpersons should advise boards of trustees through principals that members will not be available for teaching duties for the time of the meeting (including reasonable travel time).
- Attendance of members: Stopwork meetings are open to all members and generally all members are expected to attend. Invariably, a few members will refuse to participate on conscientious or other grounds. Such members should be informed of their democratic rights and obligations but should not be victimised, harassed or bullied into attending. (Very often, the effect of a good meeting is lost because of publicity alleging the harassment of "principled" non-attenders.)
- Liaison: Because of the national character of most stopwork meetings, close liaison is necessary between branches, regions, executive members and PPTA staff. Branch officers particularly will need to be briefed and assisted fully.
- Cost: The question of funding for stopwork meetings is usually decided by the executive on a case by case basis. Detailed instructions for claiming expenses should be followed precisely.

Paid union meetings (PUMs)

The act provides for two, two-hour paid union meetings a year. These are not strikes. Branches may call PUMs, but see note on page 13.

Minutes of meetings

The regional secretary must keep minutes of all meetings of the region and the regional committee. Secretaries should refer to Rules 82-84 of the association's constitution for guidance on how the minutes are to be kept, though it is not necessary to keep two sets of minutes.

Seminars

Issues and Organising (I&O) Seminar

The I&O is a national seminar held annually in late February or early March. The attendance of all regional officers is funded centrally but regions may, at their expense, send as many participants as they wish. The seminar is a forum for defining major issues facing the union for the year ahead and establishing ways in which members, branches and regions can best prepare for these within an organising framework.

Delegate Leadership Development Workshop

This is held the day before the I&O seminar, usually using employment relations education leave. All regional office-holders should aim to attend both the training day and the seminar.

Branch officers' seminars

Unless all branches are effectively organised, PPTA's foremost point of contact will be lost. The branch officers' seminar is the main means of ensuring that branch officers have the knowledge, understanding and enthusiasm needed to give positive leadership to their branches and to ensure that they are aware of the supports and resources available to branches and members.

The training seminar for branch officers should be held early in the year – as soon as possible after the regional officers' seminar.

The aim of the seminar is to:

- establish lines of regional communication.
- outline the year's programme.
- ensure branches are effectively organised.
- ensure officers understand how PPTA works, understand the functions of the branch and how it should operate, and know how to use the channels through which assistance can be obtained for the individual member or the branch if needed.

The seminar should be held in a central location to save time, petrol and travel costs. If it can be arranged in conjunction with a scheduled regional meeting so much the better but ensure that sufficient time is allocated for the seminar programme.

The regional chairperson and regional secretary are responsible for running the seminar with the help of the field officer and others on the regional team. Any other member who can help should be co-opted to the team (ie a branch officer from an intermediate school or technology centre branch who can advise on the needs of small branches). The executive members for the region should form part of the team and should be asked to attend the seminar. Field Officers should be approached at an early stage of planning the seminar and will provide guidance and assistance to the regional team.

Any branch officer may attend but at least one officer from each branch should attend (don't forget technology centre, intermediate school, integrated and area school branches, RTLB, as well as itinerant teachers of music). Branches must be urged to participate.

The detailed programme for these seminars is the responsibility of the regional planning team. The manner of presentation will vary with the people making it and the material needs to be adapted so that it is compatible with the region's organisation. Material should be prepared beforehand.

Spend some time on the problems raised by the branch officers – they will have useful ideas on how to deal with them too.

Remember that officers of small branches such as those at technology centres have special needs so ensure that the seminar is relevant to them.

Keep the meeting informal – encourage all to participate.

Costs

Since the branch officers' training day is an activity which is additional to regional programmes, the actual and reasonable costs incurred will be reimbursed by national office. Claims should be made as soon as possible. Venue, mileage and catering are the only costs PPTA national office will reimburse.

- Venue: A suitable venue at a reasonable cost may be booked and the hireage refunded by national office.
- Mileage: Actual mileage may be refunded at the approved rate (see Treasurer's Manual). Ensure that people from the same locality share a car.
- Catering: If the meeting spans a meal hour, ie morning-afternoon or afternoon-evening, a subsidy for a meal can be claimed up to a maximum of \$15 per head excluding GST.

Please note — PPTA national office does not pay teacher relief days (TRDs) for any person attending a branch officers training day.

Leave for regional chairpersons

PPTA's executive has approved the reimbursement of up to three days' leave with pay per annum for each regional chairperson.

Before an application is made to the chairperson's board, the plans should be discussed with your local executive member to ensure that there is no unnecessary duplication of visits to branches and the activities are co-ordinated.

The process of claiming any Teacher Release Day (TRD) (up to 3 days) taken to conduct work or attend meetings on behalf of the PPTA region is as follows:

- TRDs must be applied for and permission from PPTA national office must be given before the days can be taken. To apply for TRDs just email PPTA deputy general secretary Yvonne Oldfield at yoldfield@ppta.org.nz. Yvonne will reply by return email.
- PPTA will then send a letter to your school asking that you be granted the days required and that the school employ a reliever for the time approved and that the school then invoice PPTA for the cost of the reliever.

Regional records

The regional secretary is responsible for keeping the records of the region. These will include minute books, copies of correspondence, circulars, PPTA News, handbooks and other PPTA publications. These should be available to other regional officers for reference and for use as a resource when giving advice to branch officers or other members.

Annual conference / establishing policy (see also General section, p5)

Each region is entitled to a minimum of two representatives at annual conference plus one extra for each complete two percent of the total number of full members of the association within that region. The regional representatives must be elected by secret ballot conducted in the branches of the region.

Copies of the association's annual report are distributed towards the end of July and copies of conference papers, remits and reports are distributed to branches about the middle of August. Branches should discuss this material and decide their response. The branch responses should be discussed at a regional meeting which then issues delegates with instructions on how to respond/vote upon the matters being raised at conference.

After annual conference delegates report back to branches via a regional meeting.

Although branch remits, endorsed by the region, may be forwarded to the executive for consideration at any time, each year development of policy at regional level will focus on branch and regional discussion of conference papers and remits.

Regions may submit remits or papers for annual conference whenever they choose, although cut-off dates for each conference will be advised. When preparing remits or conference papers, regions should ensure that:

- they are consistent with an understanding of PPTA's overall policy priorities.
- they are well thought out and developed.
- they establish general principles rather than detail.
- conference papers are supported by factual evidence and sound argument and remits are supported by brief but clear notes. Conference delegates are more likely to endorse papers that have a small number of broad recommendations and are well presented.

Campaigns

As well as pursuing its aims and policies generally, PPTA often finds it needs to run a particular campaign on an issue. This may be associated with collective agreement negotiations, political events such as a general election, and changes to industrial law such as the former Employment Contracts Act. Such campaigns require the full support of regions and branches.

The association spends considerable time and money planning the strategy and producing material and resources to assist in the campaign. Regions should follow the associated instructions carefully. The tasks involved should be shared around and not left to one or two people.

Integrated schools

If teachers in a newly integrated school wish to establish a PPTA branch, the local executive member and field officer are asked to liaise with the regional chairperson to arrange a visit to the school to explain the aims of the association, its policies and operation. A supply of application forms and other material relating to membership is available from the field officer for distribution at this time. Once national office has received the official branch membership return, the school should be included in the regional mailing lists.

Code of ethics

The code of ethics details procedures for handling breaches of the code.

Surplus staffing

PPTA trains experienced members as surplus staffing specialists to assist in situations where schools have to shed staff because of falling rolls and to see that the procedures are fairly and properly carried out.

Personal grievances

Members have recourse to the personal grievance/disputes provisions of the Employment Relations Act. Regional officers whose advice is sought on such matters should check with field officers.

Regional finances

PPTA is a non-profit organisation and is registered under the Incorporated Societies Act 1908. There are certain legal requirements that the association is required to comply with so there needs to be effective and reliable accounting systems at branch, regional and national level.

PPTA is required to produce audited financial statements at both regional and national level. At branch level it is required in respect of its activities to have certification of accounts as outlined in the PPTA booklet Information for branch treasurers.

The main responsibility for regional finances lies with the regional treasurer. Treasurers receive full training from national office accounts staff. All regional officers are responsible for ensuring that regular financial reports are delivered to each regional meeting and that an annual budget is prepared.

At regional meetings treasurers should:

- itemise receipts and payments for the period.
- gain approval and signatures for invoices to be paid.
- write up the cheques and get two of the signatories to sign.
- present the monthly financial report and the year to date budget report.
- present a copy of the bank reconciliation and include balances of all bank accounts.

Please note that the association financial year is 1 April to 31 March. The regional and branch financial year is 1 February to 31 January. Regional statements of accounts must be sent to national office by 15 April.

Income

Each year a proportion of the association's annual subscription income is allocated to regions. Each region's capitation grant is based on the membership figures published in the previous year's annual report. The grant is paid out in four instalments – 40% in the first term, 20% in the second, third and fourth terms.

Exactly \$2.50 per member per annum is maintained in a nationally co-ordinated travel equalisation fund for attendance by members at Mahi Tika employment relations courses.

Supplementary grants can be made by the executive's management committee in special circumstances where, despite good financial management, regions experience difficulties. Extraordinary circumstances need to prevail for this grant to be approved. Mismanagement of regional funds is not acceptable grounds for a grant. Supplementary grants must be applied for on the application form given to the treasurer. Applications can take up to eight weeks to be finally assessed.

Special grants may be made for emergency campaigns/stopworks, preparation of conference papers, special action approved by the executive and branch officers seminars. A special form is distributed whenever members are asked to take extraordinary action for which additional funds are provided. Receipts and/or invoices must be attached to this form.

In all campaign situations where the costs are a charge to national office, regions must not undertake any expenditure without prior approval from national office.

Budgets

A major step in managing regional accounts is setting the budget for the financial year. A budget (or finance) committee should prepare the budget under the guidance of the regional treasurer.

When setting the budget regions should establish a regional plan of activities. National funding will be provided for some activities such as the collective agreement round and branch officers' seminars. However, regions should budget funds for complementary activity in such areas, as well as for entirely local initiatives.

The membership should be involved in the planning so that expenditure decisions genuinely reflect the region's priorities.

A recommended budget cycle is as follows.

- A brainstorming session late in term 2 on ideas for spending in the following year.
- Using the checklist below, making sure provision is made for essentials.
- All budget items falling within the objectives and policy goals of the association.
- Advising branches and networks that the budget process has started and inviting them to submit ideas.
- The budget committee then draws together the range of bids. The treasurer should advise the committees of known cost obligations the region must budget for before other ideas are considered. Once the obligatory costs are recorded the budget committee, in consultation with members, should seek to cost the range of programmes the region wishes to fund and build them into a budget recommendation. The budget

committee will find the task of preparing the budget easier if the region has made a declaration of its goals and objectives for the following year.

- The budget is set before the end of the school year and a draft copy sent to branches and networks.
- The budget is approved at the first meeting of the school year.

Budget checklist

Essential items:

- Administration of region
- Regional meetings
- Branch grants
- Audit fees
- Women's network
- Māori network
- Network of Establishing Teachers (NET)
- Manual teachers network
- Area schools
- Staff representatives on boards
- Collective agreement activity
- Sending members to the I&O Seminar

Likely items:

- Pastoral care
- CTU meetings
- Release for regional officers to meet and plan
- Delegates to special conferences
- Regional committees (ie ethics committee)
- Contingency funds for the unforeseen
- Membership education courses

Other possible items:

- Inter-union activity
- Redeployment training
- Liaison with PPTA bodies (ie local NZ Secondary Principals' Council)
- Liaison with outside bodies (ie School Trustees' Association)
- Other networks
- Other regionally-initiated activities falling within the objects and policies of the association

Accurate budgeting of the association's finances is vitally important. Regions are urged to ensure that all activities are carried out as economically as possible. The treasurer is responsible for reporting to the regional organisation at regional meetings on actual expenditure levels and highlighting any areas of overspending. Where there is overspending, the budget committee must reduce spending to within income. Treasurers should report to members at least once a term.

Donations

As a guideline, the recommended maximum regions and branches should set for funds they may choose to spend on donations, grants or sponsorship arrangements should be one percent of their annual grant.

Honoraria

Regional funds are not to be used for the payment of honoraria.

Investment

All regional funds should be banked or invested with one of the main trading banks. Large amounts of cash should be placed in interest-bearing accounts either on call or short term deposit. All new or roll-over investments should be approved at regional meetings and minuted.

Assets

Generally the only assets regions are likely to acquire are filing cabinets and computer hardware/software. All computer purchases need to conform to the standard specifications.

Annual accounts

Each region is required by rule 29(i) of the PPTA constitution to forward a statement of accounts for the previous financial year, an auditor's bank confirmation report and a copy of the budget for the new financial year to national office each year. The latest possible date these can be at national office is 15 April but it is strongly recommended that regions complete this task much earlier as the national accounts cannot be cleared until the auditors have seen the regional statements of accounts and incorporated them into the consolidated accounts of the association.

It is unlikely that regions or branches will need to incur further expenditure after the end of the school year. Accounts could therefore be closed off as the school year finishes. The branch accounts should be confirmed as correct and sent to the regional treasurer who should then complete the regional accounts and have them audited.

Branch accounts

Regions are responsible for allocating annual grants to branches. Branches are entitled to a minimum grant of \$3.00 per member but more can be allocated. Grants should be allocated only to those branches which have a branch treasurer.

Regional treasurers are responsible for ensuring branch treasurers record all transactions in a cashbook (available from national office). The region's branches must submit certified financial statements to their regional treasurers to support the regional accounts.

Auditing

Auditing of regional (and branch) accounts is not required. From time to time PPTA national office will internally review regional finances.

Travel claims

A grant is available from national office for travel expenses. This can be used by treasurers to reimburse members at the time of a regional meeting. The rates of reimbursement and rules governing travel claims are outlined in the treasurers training booklet.

Teacher relief day (TRD) claims

- Relief days incurred as a result of PPTA national office business are paid by national office, who must authorise it first. An example of this would be various meetings held during the year such as PIAC meetings or a Komiti Pasifika fono. However, meetings or business initiated by national office, such as the training of regional officers on the Friday prior to the February Issues and Organising Seminar, are designated as employment relations education leave (EREL) days.
- Relief days incurred as a result of regional business, such as branch officer training, are paid by the region.

How to claim TRDs:

1. Apply through PPTA national office.
2. If this is for an approved TRD meeting or business then PPTA national office will send a letter to your school asking that you be released for the day and that a reliever be employed to cover your classes for the time approved. The school will then invoice PPTA for the cost of the reliever.
3. If the TRD is to be paid by the region then the region will be invoiced for the cost of the relieving teacher.

DO NOT pay TRD reimbursements directly to members.

Regional treasurers' TRDs

Every regional treasurer is entitled to three days' leave each year for the preparation of year-end accounts.

Leave must be applied for and permission from national office must be given before it can be taken. To apply for leave just email Lianne Davies at ldavies@ppta.org.nz. Lianne will reply by return email.

Liability

Rule 34 of the PPTA constitution states that the association is not responsible for any liabilities contracted or incurred by a regional organisation without the authority in writing of the general secretary in accordance with an executive resolution. Regional officers incurring such liabilities

without authority will be held responsible for them. If the region plans any extraordinary activities, the committee must seek the prior approval of the executive before incurring additional expenses.

Help

Regional treasurers should get to know their nearest regional counterpart as a contact person to help solve difficulties. Treasurers can always ring national office at any time and ask for assistance from the accounts section.

Communications/relationships

Within the region

Establish regular contacts with branch officers via phone, email, newsletter and personal contact. A telephone tree using the regional organisation and then branch chairpersons is a useful way of passing on urgent information.

Personal contact is the vital extra ingredient in communication, and the regional chairperson is the key to this contact with local executive members, branch chairpersons and field officers before and after each regional meeting.

Other communication channels are the seminars for branch officers and via field officers' programmes.

Between regions

Establishing contact with the officers in adjacent regions can be useful in terms of support, advice and co-ordinating activities where that is appropriate. Email contact is particularly effective.

Executive members

The executive member for the region is the major link between the region and the implementation of policy at the national level. The region should work closely with its executive member and keep them fully informed of regional activities, developments and views on issues and policy. Remember that while executive members have a responsibility to represent your view at executive meetings, they are bound by the majority vote of executive and decisions may not always coincide with your region's views.

Some executive members have responsibility for more than one region and should be consulted about meeting times so they can avoid a clash of commitments.

Field officers

Regional officers should develop close contacts with the field officer responsible for their region as the field officer is the first port of call for inquiries. Your field officer should be informed of all regional activities and meetings at the earliest possible date. Remember that field officers service more than one region so early liaison is essential to avoid clashes of dates.

Boards of trustees

There may be times, especially during campaigns, when regional officers are called on to support branches and members who come under pressure. In their relationships with boards, regional officers should bear in mind that the objective is to win support.

Conflicts within schools must be handled with tact, especially where boards are involved. Where attitudes are fixed and immoderate, the matter should be referred to the local executive member.

National office

The national office and field officers appreciate receiving a courtesy copy of minutes/reports of general regional meetings.

Recommendations from regions which need to be referred to the executive for action should be forwarded to national office in a letter from the regional secretary, together with supporting notes and background information.

When writing to national office, ensure that you submit one letter for each topic so that each letter can go directly to the national office staff member responsible for the matter. If you need to raise several topics with national office, write several letters.

When replying to national office correspondence, quote the relevant file reference and date.

Media

The regional chairperson is the spokesperson for the region and should actively publicise the interests and concerns of the association and secondary teachers, both as a whole but particularly with a focus on their own region.

Regional chairpersons should establish good working relationships with the media. PPTA has published a guide, entitled *Engaging with the Media*. The guide advises on establishing contacts, drafting media releases and creating news opportunities. Outgoing officers should introduce incoming officers to their media contacts.

Regional chairpersons cannot make statements purporting to be on behalf of the association nationally without the authority of the executive but may issue press statements on behalf of their own region. The local executive member should be consulted on the timing and emphasis of pronouncements on national issues.

Regional meetings can be used to create news either by inviting reporters to attend (use of the in-committee procedures will need to be considered in this case) or making a verbal or written report after the meeting on matters of interest.

If any regional officer is contacted by a member of the media and asked for a comment, they should not feel pressured to speak. Ask the reporter if you can phone back, check when their deadline is, then take a few minutes to think out what you want to say (if necessary, contacting an executive member or field officer for further information), then phone back.

MPs and lobbying

PPTA often needs to lobby MPs about issues concerning education, particularly during election year. Regions are asked to establish and maintain lobby groups who can undertake this work. Guidelines will be issued for each particular lobby action.

However, it is advisable to establish regular contact with MPs from all parties and not attempt to use them just in times of crisis. Regional organisations should make a practice of using MP constituent sessions to establish contact and keep their MPs up to date with what is happening in the region's schools. See local papers for advertisements of times when MPs are meeting constituents.

Each PPTA regional committee should allocate responsibility for lobbying MPs in its region to members who live in the MP's electorate (three or four preferably, if possible of mixed political leaning, and including both genders).

Establishing and maintaining these practices and links has become more important with the introduction of MMP, and much more complex, because of the mixture of electorate MPs and list MPs. National office will indicate to regions which MPs they are responsible for.

Lobbyists should use the following guidelines when there is an issue to discuss with MPs.

- Arrange to meet the MP – probably most conveniently at a weekend.
- At least 30 minutes should be available for the interview, and one person should keep a record of the meeting (with the MP's permission).
- Background material will be provided. This should be handed to the MP and supplemented with relevant local facts where appropriate.
- Questions should require specific answers and commitments to action. The group should request written replies to the questions and a follow-up meeting if necessary.
- The group should report back to the regional committee after the initial meeting and when any follow-up occurs, ie written replies from the MP and/or subsequent meetings.

The regional committee should report to national office when all its group reports are in. Expenses incurred in travel on such exercises can be claimed from the region at the normal regional travel rate.

The minister and ministry

As a general rule, regions and branches are advised against communicating directly with the minister of education and the Ministry of Education. This could undermine PPTA's negotiating position on the issue concerned. If regions wish a matter to be taken up with the ministry or the minister they should pass a resolution recommending that the executive does this. Regions or branches should only write to the minister when they are asked to do so by the executive.

New Zealand Council of Trade Unions (NZCTU)

PPTA is affiliated to the NZCTU. Co-operation between unions is a foundation stone of a progressive union movement. Local co-operation and activity is just as important as workplace and national action. A special conference of the NZCTU in 1998 provided for the establishment of local

affiliate councils to replace the district council structures. The guiding principle was to encourage and facilitate inter-union co-operation and campaigning at local level around activity.

Regions should participate in the CTU at local affiliate level. PPTA representative on these councils should be elected or endorsed by the appropriate regional committee. Such election or endorsement should also apply before any PPTA representative accepts nomination for any elected position within the CTU.

Complementing the CTU's district structures are separate structures for Māori representation (local runanga), for women (local women's councils) and for Pasifika unionists (local komiti).

National Council of Women (NCW)

The NCW is an umbrella organisation for many women's organisations and is respected by the government as a significant voice of women in New Zealand. PPTA is affiliated to the NCW at a national level which enables a delegate to attend the conference and executive meetings which take place in alternate years. PPTA should be seeking a more active role in NCW at a regional level.

Education International (EI)

This is the international education sector organisation which represents 30 million teachers in 173 countries including New Zealand. PPTA is an active member of EI, particularly in the Asia-Pacific region. EI aims to protect the rights of every teacher and education worker and every student they educate.

Other affiliation

Other than the above, branches and regions may not become bound to or affiliated to any organisation other than the association without prior consent of the executive (rule 35 of the PPTA constitution). Messages of support for other unions may be given by regions on their own behalf, provided this is done in accordance with rule 33 of the constitution, after full and representative consideration of the issue. In any case of doubt or difficulty reference should be made to the field office.

Advice and guidance

Use the material and reference sources supplied in the first instance then refer to your field office or executive member. Contact national office as a last resort.

Reference material/resources

As well as being sent all the material (such as the PPTA constitution, collective agreements, PPTA News etc) which is sent to branch officers and members (see General section, p 7), regional officers receive:

- copies of the agenda and minutes of executive meetings.

- the fortnightly email newsletter Collective News has up-to-date information from national office. The Collective News should be read as soon as it is received and any instructions carried out promptly.
- information and guidelines for specific campaigns and activities.

Huarahi Māori Motuhake

Kaumātua and whāea

The kaumātua and whāea are chosen by Te Huarahi to assist and support PPTA matters and are entitled to participate in all aspects of the association.

Role of Te Huarahi

This is the national Māori body elected on an iwi geographical basis by Māori members of PPTA (rule 75 of the PPTA constitution). Te Huarahi annually elects three of its current members to serve on the national executive.

Te Huarahi's role is to advise Māori members and to act as a channel for their concerns, to consider and represent those concerns to the executive and liaise with Māori members, particularly the regional te reo ā rohe network. Te Huarahi has responsibility for making decisions which impact on Māori members.

Where executive or Te Huarahi wishes to resolve a question about ngā take Māori, a group consisting of Te Huarahi's representatives and an equal number of executive members meet to find an appropriate solution.

Elections

Members of Te Huarahi are elected by members on PPTA's Māori electoral roll to represent the following tribal areas: Taitokerau, Tamaki Makaurau, Waikato, Mataatua/Te Arawa, Tai Rawhiti, Taranaki/Whanganui, Horowhenua/Manawatu, Ngati Kahungunu, Whanganui ā Tara, Otepoti/Murihiku, Waitaha, Te Tau Ihu o Te Waka a Maui.

Finance

Te Huarahi has full and independent responsibility for the use of its annual budget. Normal accountability procedures apply and all expenditure requires prior approval and receipt. Te Huarahi's budget is established prior to each financial year.

Āpiha Māori

A full-time staff member based in national office services the needs of PPTA's Māori members. The āpiha Māori, Te Makao Bowkett, is directly accountable to the general secretary and the kaumātua and is assisted by a full-time kaitā rongorua, Moira Aberdeen.

Kaitā rongorua

The kaitā rongorua is another full-time staff member based in national office and services the needs of the āpiha Māori and Te Huarahi.

Mataroa

The mataroa operates as a member of PPTA's field service and has responsibility for organising and providing services to Māori members as well as the wider membership. Currently the mataroa, Bill Anderson, is based in PPTA's Hamilton office.

Te reo ā rohe

Te Huarahi has responsibility for the training and encouragement of te reo ā rohe. A combined hui is held early each year. Te reo ā rohe are chosen each year by members on PPTA's Māori electoral roll in each region.

Development of policy

This is a prime function of Te Huarahi. Decisions made at Te Huarahi hui are communicated to the executive at its next meeting. Members of Te Huarahi need to remain in close contact with Māori members in the areas they represent to ensure that members' views are accurately conveyed.

Tino rangatiratanga

PPTA supports tino rangatiratanga and is constitutionally bound to honour te Tiriti O Waitangi.

Ngā Manu Kōrero

These national secondary speech contests are normally held in August. They are an annual event sponsored by PPTA and the Māori Education Trust. The contests are intended to encourage the development of skills and confidence in spoken English and Māori.

Māori teachers' conference

This major national event is held in July of every year. The conference is aimed at Māori teachers working across the curriculum including guidance counsellors and transition teachers, teachers of te reo Māori and teachers involved in Māori medium education.

Executive representation

Te Huarahi selects three of its members annually to represent it on PPTA's national executive. Other members serve on most of the association's advisory committees.

Regional structures

Members of Te Huarahi are expected to participate fully in the activities of the union in their local regions, to attend regional meetings and are expected to be resource people on conditions of service matters. Most personal cases should be referred to the local field officer or the āpiha Māori.

Executive

Role of the executive

The national executive is elected annually and is responsible to the members and to the PPTA annual conference. The powers of the executive are described in the PPTA constitution.

Its main responsibilities are:

- to implement the policies adopted by the annual conference.
- to make decisions which, for the good of the members, need to be made between successive conferences.
- to conduct and control the business and affairs of the association.
- Executive members have a variety of responsibilities such as:
- preparing for all meetings by reading agendas, minutes and other reports.
- attending and actively participating in all meetings, both by listening and sharing their viewpoint.
- asking questions and making judgements.
- participating in executive development activities.
- understanding and monitoring the financial health of the PPTA.
- avoiding potential conflicts of interest.
- upholding decisions of the executive.
- understanding and maintaining confidentiality.
- ensuring the executive and PPTA complies with all legal regulatory requirements.

Executive members are responsible for the governance of the association. Management responsibilities lie with the general secretary and the two deputy general secretaries.

Organisation

Kaumātua and whāea – elected by Te Huarahi (rule 81 of the PPTA constitution) to fulfil the role of elders for PPTA and entitled to participate in all aspects of the association.

President – elected annually by all members. The president takes leave from teaching to work from national office during the term of the presidency, is chairperson of the annual conference and of the executive, and is responsible for the general supervision of the affairs of the association. This job requires total commitment for the full 12 months.

Senior vice president – the immediate past president.

Junior vice president – elected annually by all members. The vice presidents shall assist the president in their duties and act as president or chairperson in their stead when necessary. It is expected that vice presidents will be actively involved in association business, serving on committees and taskforces.

Members

Representing regions and elected annually by secret ballot of full members in those regions.

- Upper, Central and Lower Northland (1)
- Auckland (4 - one for each of the four wards in the region)
- Counties-Manukau (1)
- Waikato (1)
- Hauraki Coromandel and Western Bay of Plenty (1)
- Bay of Plenty and Central Plateau(1)
- East Coast and Hawkes Bay (1)
- Taranaki (1)
- Manawatu and Whanganui (1)
- Wairarapa and Hutt Valley (1)
- Wellington and Marlborough (2)
- Nelson and West Coast (1)
- Aoraki (1)
- Canterbury (2)
- Otago (1)
- Southland (1)

Chosen by Te Huarahi

- Māori members (3)

Chosen by Komiti Pasifika

- Pasifika member (1)

Ex officio

- General Secretary – member by right of office but has no voting rights.

Elections

The executive is elected annually via the following procedures (see also rules 62-79 of the PPTA constitution).

Last Monday of term 3:

Closing date for nominations for president, junior vice president and executive members. Where there is only one nomination for any position, that member is declared elected. A ballot is held where there is more than one nomination. Where no nominations are received for a position, a casual vacancy is deemed to have been created immediately after the new executive has taken office and a by-election is held.

Week 1 term 4:

Election material sent to branches and elections held during weeks 1 and 2 of term 4.

Week 3 term 4:

Declaration of election results.

Only full financial members are entitled to vote (see rules 68-70 of the PPTA constitution). Voting is conducted in branches. The votes are counted in each branch and a statement of the results sent to the association's returning officer by the specified date, though members can send their ballot papers directly to the returning officer by the same date if they wish.

Committees

The work of executive is assisted by various sub-committees. These committees usually accomplish their work by correspondence provided that when any committee considers it necessary for its members to meet it may apply to the executive for authority to hold such a meeting.

PPTA staff members assist with each committee. The president is a member of all committees. Current sub-committees are as follows.

Management committee

The management committee comprises the president, vice presidents, a financial liaison member of the executive, two Te Huarahi representatives, two members of the executive, elected annually by the executive, and the general secretary (ex officio). The management committee meets between executive meetings and in conjunction with executive meetings to consider staffing, financial and administration matters as well as urgent political matters. Any matter on which the management committee is unable to reach a consensus is referred to the full executive. The quorum is four elected people. The management committee meets via telephone conference or email correspondence if necessary.

Management committee minutes are circulated in the same way as executive minutes and are ratified at the next executive meeting. They stand in the name of the executive with the decisions having the same authority as decisions of the full executive. Dates of management committee meetings are advised to the full executive.

Conditions strategy committee

This committee consists of six members: four from the executive and two chosen from Te Huarahi. Its functions are to support the negotiating team, develop strategies around the STCA negotiations, ensure membership is activated and informed about collective agreement issues.

Political strategy committee

This committee is appointed by the executive and Te Huarahi to develop strategies to ensure the association's aims and priorities are achieved in the political environment and to address political issues that arise.

Curriculum advisory committee

This committee is appointed by the executive on nomination from regions (having regard for gender balance and regional representation) plus representatives from Te Huarahi. It advises on all matters relating to the school curriculum and qualifications.

Professional issues advisory committee

This committee is appointed by the executive to develop advice on professional issues affecting teachers.

Te rōpu matua

Te rōpu matua is the premier partnership forum within the association to inform both Te Huarahi and the executive as to how to give best effect to the constitutional objective of affirming and advancing The Treaty of Waitangi.

The committee has equal membership from the executive and Te Huarahi.

Area schools advisory committee

This committee is elected by area school teachers on an area basis to advise on issues of concern to members in area schools, particularly during collective agreement talks. It links with NZEI's area school representatives.

Women's network

The PPTA Women's Network is made up of the regional women co-ordinators elected within PPTA regions, and with representatives from both Te Huarahi and Komiti Pasifika. The women's officer acts in an advisory position to the network which is convened by a woman member of the executive. The network is responsible for overall co-ordinating of women members' issues and activities, oversees particular initiatives and campaigns and conveys issues of concern to the executive.

Komiti Pasifika

Elected by Pasifika members (one member is elected by the komiti to serve on the executive). Advises on matters relating to Pasifika teachers and the education of Pasifika students. This committee presents a report to each executive meeting through its executive member.

Staffing policy committee

Appointed by the executive to advise on staffing issues.

Senior positions advisory committee

Elected on an area basis to monitor and advise on the conditions of employment of senior staff in schools.

New Zealand Secondary Principals' Council (NZSPC)

NZSPC is elected by principals on an area basis plus a woman elected by women principals and a Māori principal elected by Māori principals. This committee advises on matters relating to principals and includes one member of the executive.

Advisory committees/taskforces

Advisory committees/taskforces are set up as needed (and disbanded when no longer required) to:

- advise executive from the perspective of a particular group of members.
- advise executive about a particular area of activity.
- carry out a particular task.

Portfolios

Portfolios are areas of the executive's business that require attention outside its committees and are assigned to individual executive members. Portfolios are created or disestablished according to their priority in a given year. Current portfolios include technology teachers, study awards and special education.

Executive meetings

The executive must meet at least once a term. Occasionally special executive meetings are held to deal with urgent and/or extraordinary matters as required.

PPTA's standing orders (second schedule of the PPTA constitution) are used for executive meetings. However, the meetings generally have a particular structure as follows.

The meetings usually take place in Wellington from a Thursday night to Saturday. National office arranges travel. The first regular meeting of the year is usually extended by a day to include a training session for new executive members.

The meeting starts with a general session covering apologies, welcome and introduction, reports from the president and general secretary, reception of minutes, matters arising from minutes, ratification of minutes. There may also be special issue sessions.

The meeting will divide into Standing Committees in the early part of the proceedings. The committees are as follows.

Band A:

- Professional
- Association
- Schools

Band B:

- Membership
- Conditions
- Political

Convenors of standing committees meet with the president the night before, if appropriate, to discuss the agenda. Issues are debated in the standing committees and recommendations confirmed or refined for the full plenary sessions.

The executive meeting is run according to the time slots shown on the timetable issued with the agenda. Any items not covered within their allocated time are held over and may be picked up later in the meeting, if time is saved elsewhere. Otherwise they are not covered.

Each executive meeting includes a women's meeting. Management committee meets in conjunction with the executive. Often meetings are also held at lunchtime or evenings.

Meetings finish no later than 4pm on the last day – you are expected to stay until that time, and should seek the leave of the meeting through consultation with the president if you have to leave earlier.

The quorum for meetings is 14 voting members. The chairperson has a casting vote.

Leave for a meeting

Where an executive member requests leave to be absent from the whole of an executive meeting or meetings, whether sick or not, whether short term or not, and that absence can be foreseen, the following process should be followed.

- A formal request made to the regional committee(s).
- If the request is approved, the regional committee in turn seeks approval from the president for the leave and nominates an observer to attend the meeting(s).
- The observer shall participate in the business of the meeting and have speaking but not voting rights.
- The number of observers shall be calculated on the same basis as for executive members.
- Where a region or regions are unrepresented because of resignation, an observer may be nominated to represent the region(s) and shall participate in the business of the meeting and have speaking but not voting rights, provided that the number of observers shall be calculated at the same basis as for executive members.
- Where a request for leave is at short notice, the president shall have the discretion to accept or refuse representation by an observer whether the request comes from the region or the executive member.
- Where the absence is without leave, either of the region or the president, the president shall have discretion to accept or refuse representation by an observer.

Association finances

While the general secretary and PPTA's accountant are responsible for the day-to-day management and operation of the association's finances, they operate within guidelines determined by the executive. Setting and adjusting the association's budget is an important aspect of the executive's work.

Income is derived from subscriptions, interest on investments, and miscellaneous income. It is channelled into:

- **general expenditure** - which covers the cost of operating national office and the field service, capital expenditure, regional expenditure.
- **emergency fund** - which has been built up over many years and is maintained largely from investment funds interest. Decisions to spend from this fund must be made by a two-thirds majority of the executive and are reserved for genuine political or industrial emergencies that could not have been foreseen or budgeted for within normal operating costs.

Financial reports are made to each executive meeting and executive members are given monthly statements of account to assist them in carrying out their financial responsibilities. Various structures have been set up within the executive to understand and control PPTA's finances.

Management committee has the responsibility of overall financial scrutiny and financial decision-making between meetings and the finance liaison person (member of management committee) assists the executive to understand and control the association's finances.

Executive members also have a responsibility to see that regions are managing their finances properly. See the Regional officers section (p22) for the regional financial responsibilities.

Agenda/minutes

The executive agenda is an AX (yellow top) circular. The agenda for each meeting closes midday on the Wednesday the week before the executive meeting begins. If you have an item for the agenda and an accompanying HX circular, please make sure this deadline is met. Late items will be held over to the next meeting unless decided otherwise by the president and general secretary. The AX circular is also used for management committee agendas.

Minutes of the executive and management committee meetings are circulated after each meeting on an MX (orange top) circular. Minutes are ratified at the next meeting. Individual items in the minutes are serially numbered throughout the meeting for easy reference. Executive members should take particular note of the confidentiality requirements of any material sent to them.

The eventual executive minutes are now read by people other than those who attend the meetings or get the background reports, so minutes and recommendations leading to a minute should make sense in themselves (so avoid in-house jargon and unexplained abbreviations).

Other executive papers

Executive members receive everything that goes to members, branches, regions, and committees, as well as information specifically for the executive.

Flow of agenda items

Papers prepared by staff and/or executive members go to the appropriate committee meeting during the executive meeting, either a standing committee or an executive committee meeting separately. All papers should include a breakdown of costs and a consideration of alternatives. With the exception of the president's, general secretary's and finance reports, all reports must be submitted by the agenda deadlines.

Confidentiality

All material to do with personal cases on behalf of members is absolutely confidential.

Confidential action directives must remain so absolutely until a stated time or public announcement by the president.

Proposals under consideration by the executive or under negotiation must remain strictly confidential up to the point of the executive decision, and then as executive decides.

The executive minutes and agenda are always confidential and should not be circulated or shown to any person though the general import and context of decisions may be reported to members in closed meetings subject to any restrictions imposed by the executive. In all cases individual executive members will be responsible for what they choose to report. If in doubt refer to the president or general secretary.

Executive circulars should generally be treated as executive minutes. Again, ask the president or general secretary if necessary.

Classification of confidentiality

Confidential – used on documents which are confidential in the sense that they contain some sensitive matters, ie minutes and agendas of executive meetings and some HX circulars.

Strictly confidential – means absolute confidentiality is required. Any proposals for a wider distribution must be referred to the president or general secretary.

Confidential until – means absolute confidentiality is required until the stated time or event.

See the General Section (p8) for more about the confidentiality of circulars.

Leave from school

Leave for the four scheduled executive meetings of the year which take place in school time and all other meetings which take place in school time, should be taken as paid leave. PPTA will reimburse your school for the cost of the reliever.

Expenses

Expenses are reimbursed on the basis that they have actually been incurred while undertaking executive duties and are reasonable. Some items are subject to limits as follows:

- Breakfast – up to \$12.00
- Lunch – up to \$15.00
- Evening meal – up to \$44.00
- Use of own car – 62 cents per kilometre including GST if travelling between 1-3,000 kilometres per year.

Costs such as toll calls, postage and accommodation when attending regional meetings are reimbursed when claimed.

Where applicable, GST receipts must be attached to claims.

Executive members are entitled to make private toll calls home during executive meetings at the association's expense, or clear emails via the internet, but such usage should not be excessive. If you wish to speak to someone at home, it is suggested you ask them to call you, as this is cheaper than calling out from a hotel. Such calls will be reimbursed to a maximum cost of \$5.

Travel and accommodation costs associated with attending executive meetings are paid directly by national office and should not incur expense to the executive member. However, shuttles/taxi/bus fares to and from the airport, incidental travel costs from home to local airport, will be reimbursed via a claim. Please use the cheapest form of transport. GST receipts are required with claims for buses, taxis, shuttles etc.

Hotel accommodation

Accommodation for meetings in Wellington is usually booked by national office. If you find you will not be using the room as booked, please contact national office and advise cancellation – otherwise PPTA may have to meet the cost. If you want alternative arrangements, let national office know.

Hotel accounts will be paid by national office. Members should settle any private items (laundry, tolls, liquor etc) personally with the hotel and check that the account is accurate before signing it when booking out of the hotel.

Childcare

Executive members can be reimbursed for childcare expenses incurred on executive business on an actual and reasonable basis, subject to the production of receipts.

Rental cars

Should you need to rent a car or hire a taxi for travel within your electoral area or for other travel on association business instead of using your own vehicle or public transport, seek prior approval from national office. A rental car should be used when the cost of hiring a car is less than that of using a personal car for the same trip.

Claims

Claims should be made on the correct form with receipts attached for all items. Travel in your own car is the only item for which a receipt is not required. Taxi drivers and restaurants will supply receipts even for small amounts. Toll call claims should be supported by a copy of the toll bill on which calls are detailed with the names of the person called. The provision of supporting receipts is a requirement of the association's auditors, as it is their task to certify that all expenditure of members' funds is justified and has been properly authorised. The receipts also have to be held for GST purposes. Items over \$20 should have a full GST tax invoice. A till slip is sufficient for those under \$20. Remember to obtain a GST number for all receipts.

Use separate claim forms for each claim to simplify the accounting processes. The claim form for executive members is blue. Please supply national office with your bank account number for direct reimbursements.

Claims for regional work

Your costs as an executive member are met from national funds. There is also an allocation for costs associated with executive business in your own electoral area. This varies depending on the region(s) you cover.

Occasionally you may undertake work for or on behalf of your region(s) at the request of other regions. If so, claims for any expenses incurred should be made to the region(s) concerned.

National office

Contacting the office: Executive members may phone or fax national office at the association's expense on 0800 630 400.

National office contacting you: National office has various channels for contacting executive members. Executive mail is couriered each Thursday afternoon (usually) to the executive member's home address. Emergency postings could go to schools. It is often necessary to phone, fax, or email executive members during the school day. Messages from national office should be answered promptly.

Stationery: Supplies of envelopes, PPTA memo pads, and pens are available on request from national office. An executive letterhead template is also available.

Executive telephone tree

When there is urgent information to pass on to all members of executive, a telephone tree system is used. Executive members should make sure they know where they fit into the tree, and in particular who they should ring in their turn. If you cannot get hold of someone, ring the next person on the list and try the other one again later. If you still can't reach them, ring the people they would have rung and let national office or the president know. Unless you are asked to keep the information confidential, you are expected to pass it on to your regional chairperson(s) or collective agreement contacts immediately. Keep one copy of the telephone tree at home and one at school.

Training

An employment relations education training session for executive members is held in conjunction with the February executive meeting. It expands on the matters contained in this handbook as well as generally setting the context for the operation of the executive. It is very important that new members attend this training.

Representing the executive

PPTA is represented on a number of outside bodies (ie the Councils of Colleges of Education, NZQA). Executive members may be asked to nominate a suitable representative or may be asked to be a representative. Such representatives have a responsibility to uphold PPTA policy, seek advice, prepare for meetings, build useful alliances within meetings, work with other unions and report regularly. They should be particularly careful not to commit PPTA to actions outside policy or costing money without checking back with the executive or management committee.

Leaving the executive

When you resign from the executive you should pass on to your successor the files and items necessary to perform executive tasks, including PPTA assets such as computers and printers.

PPTA kawa (bicultural protocol)

Both the executive and Te Huarahi have spent considerable time developing understandings of what it means to include the Treaty of Waitangi in the PPTA constitution, and to have commitment to bicultural partnership and to the concept of equality.

The following concepts have been developed to enhance Māori participation.

Pōwhiri have a place in PPTA activities. The association's kaumātua and Te Huarahi will decide when pōwhiri will be held as part of the association's activities.

The kaumātua or the kaumātua's representative will speak for the association on all occasions at which pōwhiri are organised as part of association activities and at pōwhiri at which the association is represented.

The role of pakeha men and women executive members at pōwhiri where the association is represented is one of support for the kaumātua or kaumātua's representative who will speak on their behalf. Pakeha men and women executive members do not speak at pōwhiri while representing the association, and stand together at ceremonies.

Equity issues

PPTA has commitments to te Tiriti o Waitangi, equity for women, and equity for the LGBTIQ+ community. Executive members need to ensure that they act in accordance with this policy and work to ensure that their regions do also.

Relationships with ...

PPTA staff

The executive collectively is the employer of the PPTA staff and you should remember that you have a responsibility to be a good employer. This does not mean executive members have direct responsibility for directing staff or for individual staff welfare. This matter is for the general secretary. It parallels the role in schools between the board of trustees and the principal.

Naturally the executive and the association's staff work very closely together, particularly the advisory and field officers. It is very important that each understands their role. As elected representatives of the association, the executive has the final responsibility for the association's policies and actions. The staff are there to advise the executive and implement policies.

Executive members need to work very closely with field officers in overseeing the activities in their regions and branches. In simple terms the executive role is a political one, while the field officer role is that of union organiser and of providing the services offered by the association to its members. Any confusion about the dividing line between roles or other matters relating to staff should be referred to the president and the general secretary.

The staff's conditions of employment are set down in the staff collective agreement which is negotiated between the staff's union representatives and management committee. Executive members and members generally must abide by this agreement in their dealings with staff members.

Regions

Executive members have to answer to members in their electorates (one or more regions). Constitutionally, executive members are vice chairpersons of their regions, and an integral part of the regional structure. You should attend all regional meetings, take part in lobbying MPs etc. You have a responsibility to represent the views of members in your region(s), take part in the debate at national level, and report back accurately to your region on national decisions and the reasons for them.

Regions are asked to provide executive members with a slot on the agenda of each regional meeting. At times it can be difficult if the national decision differs from the regional views but tension can be minimised by full and accurate reporting both ways.

Branches

You should visit as many of your branches as possible and keep in mind that the members are your constituents and entitled to your advice and guidance. Bear in mind the need to support branch officers in their role rather than taking over control of a situation. This also applies to an executive member's own branch.

Media

Usually the president is the only person who may speak to the media about association policy and national aspects of an issue. Remember that it is the regional chairperson's role to represent the views of the region to the media. However, in exceptional circumstances either the president or the general secretary may require you to front up to the media on either a national or regional issue. Refer to PPTA's booklet Working with the Media for guidance.

Advice and guidance

Disciplinary matters

The secondary and the area schools collective agreements provide procedures for teachers who are alleged to have committed breaches of discipline. Union advocacy is provided by field staff and members need to contact their field officer immediately.

Teacher competence

See clause 3.3 of the STCA and clause 2.3 of the ASTCA. Again, field staff provide advocacy and advice for members facing competency review.

Falling rolls/surplus staff

PPTA has trained surplus staffing specialists available to see that the procedures and provisions covering a falling roll situation are carried out fairly and properly. This work is co-ordinated from each field office. Executive members will become part of this team. This is one of the most responsible and difficult tasks in PPTA because it directly affects members' jobs.

Salary matters

Questions from members about salary matters or terms and conditions of employment which you cannot answer should be referred to the appropriate field office.

Sexual harassment

See clause 9.4 of the STCA for a structure for the resolution of complaints of sexual harassment.

Personal cases

Executive members may be approached by members in difficulty. Field officers have considerable experience in dealing with problems raised by members so use these for advice and guidance. It is important that all members have a right to fair and correct procedures.

Where advice is given to members, the aim should be to provide information on which the member can make a wise decision. The decision-making must rest with the member concerned and not the association.

If a member wants the association to act on their behalf, they must give written authority for the association to do so, furnish full facts of the case and related circumstances in writing and forward copies of all relevant documents and correspondence. This ensures that the association acts only in accordance with the wishes of members and on the best basis of factual information. For more about legal assistance, see the Branch officer section (10) or the PPTA constitution's third schedule.

Contacting staff

For further advice consult your local PPTA office.

Auckland

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P O Box 52 006, Auckland 1352

ph (09) 815 8610 fax (09) 815 8612

email: auckland@ppta.org.nz

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email: hamilton@ppta.org.nz

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