

Te Ao Māramatanga
New Zealand College of Mental Health Nurses Inc
Partnership, Voice, Excellence in Mental Health Nursing
PO Box 77-080, Mt Albert, Auckland, 1350, New Zealand

20 August 2021

Tēnā koe member

Te Ao Māramatanga- New Zealand College of Mental Health Nurses Inc

Thank you for your continued support and loyalty to Te Ao Māramatanga- New Zealand College of Mental Health Nurses. We have four opportunities for members to join the College Board to step into roles surrounded by like minded nursing leaders. The roles of President and National Board members has opened up following the incumbents Suzette Poole and Heather Casey reaching their four year tenure. The roles of Registrar and Secretary have opened up following the resignations of Elle Hayes and Kerry Cross.

These Board roles are **voluntary** and you would be working alongside other [Board members](#). The term is for 2 years with a right to renew for a further 2 years. As a Board member you would be required to attend monthly Board meetings by Zoom or phone on a Monday evening for 1-1.5hrs (7pm to 8.30pm). You would be supported to attend College events and key meetings with stakeholders as required. As a Board member you will have the opportunity to contribute and lead projects and activities.

Around 1-2 hours per week of your time would need to be set aside for College work. You would need to have access to a computer/laptop and cell-phone.

This communication with you are formal calls for the following role:

1. **NOMINATIONS FOR PRESIDENT of Te Ao Māramatanga- New Zealand College of Mental Health Nurses**

The President is responsible for chairing Board meetings, approving agenda and minutes. Around 3-4 hours per week of your time would need to be set aside for College work as President. This role works closely with the College Kaiwhakahaere and is supported by the College Administrator and College Manager. You would be supported to attend College events and key meetings with stakeholders as required.

The role and responsibilities of the PRESIDENT as noted in our current Constitution are as follows:

12.1 The president shall:

12.1.1 preside over meetings in accordance with clause 8.9 of this constitution.

12.1.2 co-ordinate the work of the Board and ensure that consultation takes place with the Kaiwhakahaere before any major or significant decisions are made.

12.1.3 have overall responsibility for promoting the objects of the College.

12.1.4 act as the principal spokesperson, and shall be responsible for all media contact, unless otherwise delegated.

12.1.5 be able to delegate any or all of their authority to the vice-president, or any other Board member as they see fit.

2. NOMINATIONS FOR SECRETARY of Te Ao Māramatanga- New Zealand College of Mental Health Nurses

The Secretary is responsible for Board meetings- agenda and minutes. Around 1-2 hours per week of your time would need to be set aside for College work as Secretary. This role is supported by the College Administrator and College Manager.

The role and responsibilities of the SECRETARY as noted in our current Constitution are as follows:

SECRETARY

15.1 The Secretary shall:

15.1.1 notify the membership of all meetings they are entitled to attend.

15.1.2 keep an accurate record of all meetings, and the business transacted thereat, and at times delegate to College Administrator

15.1.3 act as returning officer at all elections.

15.1.4 do such other things and acts in keeping with the role of Secretary which the Board may from time to time require.

3. NOMINATIONS FOR REGISTRAR of Te Ao Māramatanga- New Zealand College of Mental Health Nurses

The Registrar plays a key role with College membership, designing, and distributing College information. This role connects with and takes the lead on recruitment of new members. Around 1-2 hours per week of your time would need to be set aside for College work as Registrar. This role is supported by the College Administrator and College Manager.

The role and responsibilities of the REGISTRAR as noted in our current Constitution are as follows:

REGISTRAR

17.1 The Registrar shall be appointed by the College Board to:

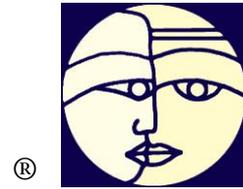
17.1.1 maintain an up-to-date list of members.

17.1.2 write to each new member providing them with current information and welcoming them to the College, and co-ordinate new member recruitment campaigns.

4. NOMINATIONS FOR NATIONAL BOARD MEMBER of Te Ao Māramatanga- New Zealand College of Mental Health Nurses

There are three National Board Members on the Board who have opportunities to lead or contribute to projects. If you are looking for an opportunity to be involved at a national level to further your strategic knowledge and skills, then this role may appeal to you

So, if you think you know a member that has the time and passion to support the profession of mental health, addiction and disability nursing, a great sense of humour, leadership capability, the ability to develop and sustain effective relationships with key stakeholders that will further enable the College to better meet their objectives, and they want to part of leading the College into the future, then please put forward your nomination(s) by completing the form attached. Your nomination will need to have a proposer and a seconder. It will also need to include the nominees Bio and a statement of intent outlining why they want to be considered for the position on the College Board.



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Nominations close on 5pm Friday 17 September 2021

The voting process will commence in October 2021 and results shared at the AGM on Monday 1st November at 4pm via Zoom.

It is indeed a privilege and honour to offer you these exciting opportunities to contribute to the work of Te Ao Māramatanga- New Zealand College of Mental Health Nurses

Ngā mihi nui

Suzette Poole (President)

Chrissy Kake (Kaiwhakahaere)

Te Ao Māramatanga – New Zealand College of Mental Health Nurses Inc