



**CREATIVE SOUNDS SOCIETY INCORPORATED  
MANAGEMENT COMMITTEE**

Firstly, thanks! In reading this document you have taken the first step towards making a contribution to the governance of our society. We bet you're wondering what this means. We want to ensure you are well placed to make a positive contribution, that you know what you're getting into, and that you have the opportunity to develop the necessary skills and experience.

**1. The Constitution**

A key function of the Management Committee is ensuring the organisation remains true to its founding document, the constitution. This outlines the objectives of the Society, and is our reason for being. Creative Sounds has stayed true to its original purpose for nearly 30 years, with its focus on the development of musicians and the creation of original music.

You can find the constitution and current policies on:

<http://www.creativesounds.org.nz/documentation/>

**2. The Office Holders**

There are three key office holder positions:

Convenor:	Calls the meetings, the agenda, and chairs the meetings.
Treasurer	Prepares the financial accounts, monitors and advises on the preparation of monthly accounts, oversees the preparation of GST and PAYE returns, and liaises with the auditor.
Secretary:	Records the proceedings of meetings, manages communications, prepares and submits returns

**3. The Main Responsibilities**

The following is a guide to the main points. It is not exhaustive – but it can be exhausting!

**Strategic Direction**

- Development of a strategic plan
- Monitoring progress and outcomes
- Monitoring environmental and organisational risk

**Funding**

- Contractual negotiations
- Funding applications
- Monitoring projects and outcomes
- Reporting to external funding providers

**Financial**

- Approving payments
- Budget setting
- Financial reporting



- Audit

#### **Health and Safety**

- Risk elimination and mitigation
- Monitoring incidents and reporting

#### **Employment**

- Reporting and operational oversight
- Staff reviews
- Staff disputes and discipline
- Hiring and terminating employment

#### **Complaints**

- Investigating and resolving complaints

#### **Policy**

- Development and Review of Policy
- Monitoring adherence to policy
- Responding to legislative requirements

#### **Engagement**

- With members – formal and informal
- With external organisations

#### **Record Keeping**

- Ensuring records are kept in accordance with requirements
- Filing returns to the Companies Office and Charities Commission

#### **Volunteering**

- Supporting shows
- Working bees
- Staff relief - Let ins and lock ups

Not everyone knows how to do this stuff straight away. The important thing is to support each other to learn and grow in the role, to learn from previous members, and to reach out if you need help. We believe strongly in empowering people to contribute, to grow, and to play to each others strengths. We also believe that the society belongs to its members, and should be run by its members, for the benefit of its members.

That said, there are legal and ethical requirements to observe. Incorporated Societies are bound by the Incorporated Societies Act 1907 which is currently under review, and governance members are required to comply with all other workplace legislation such as employment and health and safety laws.

#### **4. Elections 2018**

Anyone wishing to become a member of the Management Committee should complete a nomination form and submit to [cssimanagementcommittee@gmail.com](mailto:cssimanagementcommittee@gmail.com) by end of day September 25th, 2018, to enable compilation of nominees.



Voting as per the constitution will be by a show of hands. This will necessitate a First Past the Post approach with a minima 75% threshold to be met by successful members.

What this means in practice:

- Nominees' names are read out at the meeting
- A show of hands is asked for and a count taken
- Of the candidates receiving more than 75% of the vote, the highest polling 8 members will be appointed, with the remaining 4 positions taken in order from highest to lowest.
- Of the 12 people comprising the management committee elect, three will then be elected into the roles of office holders.
- The management committee elect may choose whether they wish to appoint any further roles.