

Annual Meetings



Rationale

The Annual Meeting involves the NZLA Executive Committee, all regional council delegates and council observers meeting as a National Committee to promote and review the purposes and operation of the New Zealand Literacy Association.

Purposes

1. Report on and review NZLA activities and the current financial position
2. Provide opportunities for council members and Executive to collaborate on national and local initiatives and issues

Guidelines

1. The date of the Annual Meeting is fixed for the weekend following Queen's Birthday, unless otherwise negotiated.
2. The venue for the Annual Meeting is in Wellington.
3. Standard meeting procedures will be followed to deal with agenda items.
4. The NZLA secretary will request council reports and items for the agenda from all delegates,
5. The NZLA executive will set the agenda which will include items for collaboration
6. The NZLA secretary will then circulate the agenda with copies of other relevant documents prior to the meeting.
7. The following NZLA executive members must present an annual report at the meeting.
 - President
 - Treasurer
 - Literacy Forum NZ Editor
 - IT Coordinator
8. Regional delegates have voting rights. Observers have speaking but no voting rights.
9. Each regional council may be represented by one delegate and up to two observers.
10. The regional council convening the annual conference will have representation reporting on planning and progress.
11. In the case of financial hardship a regional council may apply for funding assistance for a delegate only to attend the annual meeting. A request must be put in writing to the treasurer, with a detailed current financial report of the council, at least eight weeks before the meeting for consideration
12. Regional councils are responsible for covering expenses for their delegate and observer in regard to

- i. Booking and paying for accommodation (1 or 2 nights)
- ii. Booking and paying for travel. Send a copy of receipt for the delegate's travel to National Secretary for equalisation
- iii. Breakfast / dinner

13. The NZLA executive will fund costs for executive members, including Literacy Forum NZ Editor and IT coordinator. These cover accommodation, travel, breakfast and dinner.

14. The NZLA treasurer will book and confirm rooms for executive members, including Literacy Forum NZ editor and IT Coordinator, and organise refreshments.

15. The NZLA executive will fund lunch and morning tea on Saturday, and a light lunch on Sunday.

16. The secretary will circulate minutes as soon as possible after the annual meeting.

Reviewed June 2022

Next review 2026