

Notice of Annual General Meeting and Call for Nominations for National Executive

Social
Service
Providers

Te Pai
Ora o
Aotearoa



Tuesday 28 November 2023, 3.30pm

Online via Zoom

Ngā mihi mahana ki ngā mema kātoa o Social Service Providers Te Pai Ora o Aotearoa.

This Notice is the formal notification to members of the business coming up at the AGM and the call for nominations for the National Executive, the process for Resolutions and Notices of Motion and how to email vote at the AGM if you are unable to attend.

Key Details

Our AGM will be held online via Zoom. As a national membership-based organisation, holding our AGM virtually makes attending as accessible as possible for our members around the motu. All Te Pai Ora SSPA members are warmly welcome to attend – Nau Mai, Haere Mai ki tēnei hui.

Please hold the date and time in your diary now:

Tuesday 28 November 2023, 3:30pm on Zoom

Register here for the AGM. The AGM will run for 45 minutes, to which all members are invited to attend.

We require a quorum of 12 members to run the AGM.

The format of the formal AGM will be as follows:

- Approval of the Minutes of the 2022 AGM
- Acceptance of the 2022-2023 performance report, including the financial reports
- Voting on the vacancies on the National Executive if required (or confirmation of the nominations)
- Appointment of Auditor
- Any Resolutions or Notices of motion received by the due date - see below

There will not be any items of general business from the floor. If members wish to raise specific issues they can do so via a notice of motion, prior to the AGM.

The AGM will be hosted by a panel comprising the Co-Chairs of the National Executive, the Treasurer, and the Chief Executive Officer. Administration and vote counting support will be provided by the Te Pai Ora SSPA Team. Pātai from attendees on the performance report will be taken via the chat function within Zoom. Voting procedures, including on National Executive nominations if required, will be outlined beforehand and also explained at the start of the AGM.

An agenda and papers will be made available on the Te Pai Ora SSPA website via a link that will be sent to members by Tuesday 21 November.

Eligibility to vote and attend AGM

Representatives of any Te Pai Ora SSPA member may attend, whether full members or affiliates. Only full members who are paid up (i.e., have paid their membership fees for the current 2023/24 year) may vote. Voting is on the basis of one vote per member organisation. Affiliate and student members are not eligible to vote. A quorum for the AGM is twelve full members of Social Service Providers Te Pai Ora o Aotearoa.

Resolutions and Notices of Motion

We are also now calling for any Notices of Motion or Resolutions members would like to submit to the AGM.

A Resolution proposes changes to Te Pai Ora SSPA's constitution and must specify which sections of the current Rules are under consideration and specific wording proposed for any amendments or additions. This should be supported by brief explanatory material. A mover and a seconder must be identified.

A Notice of Motion may raise any other matter it is relevant for the AGM to consider. It should contain the proposal stated as a recommendation, plus brief supporting materials.

Any notices of motion or resolutions must be received by the Chief Executive Officer (email to ceo@sspa.org.nz) no later than 5pm Tuesday 14 November 2023.

Email Voting

Members who are unable to attend the online AGM may cast their vote electronically beforehand. Details will be sent out by email by 21 November with the closing date to receive such votes 5pm on Thursday 23 November 2023.

Nominations for the National Executive – Four vacancies to be elected at AGM

At this AGM, the current term of four members of the National Executive will conclude. Consequently, we are calling for nominations for these four positions, two of which are tangata whenua positions and two of which are tauwiwi positions.

It is open to anyone eligible to be nominated for these vacancies. Under our Rules, the National Executive shall comprise at least 6 and no more than 9 voting members.

The members who are completing their term are Zoe Witika-Hawke (tangata whenua, current Co-Chair), Victoria Newcombe (tauwiwi, current Co-Chair), Marihi Langford (tangata whenua) and Judy Matai'a (tauwiwi). All are eligible to stand for election again and have indicated they intend to stand for re-election.

The National Executive is Te Pai Ora SSPA's governing body and is responsible for the organisation's strategic direction and sustainability. It is a great opportunity to take up a leadership role in our sector. A Guide for prospective executive members is available [here](#), we encourage you to read this if you are thinking about the opportunity. It outlines the role of the National Executive, and of individual executive members and the time commitment involved.

Key things you need to know if you're thinking of nomination:

- You must work for a full financial member organisation of Te Pai Ora SSPA or be in a governance role there and have the organisation's support for your nomination
- You must be nominated for either a tangata whenua or tauwiwi position, as appropriate. N.B. anyone who meets the eligibility criteria for nomination to the National Executive and who is of whakapapa Māori can be nominated to a tangata whenua position (i.e. you do not have to be working within an Iwi or kaupapa Māori organisation)
- Your nominations must be received no later than 5pm Tuesday 14 November 2023 along with a photo that you are happy to be shared with your nomination, and a 250-word statement of why you're standing (see further details below)
- An election will be held at the AGM as well as email voting for those unable to attend

Further details can be found in the Guide, and the nomination form. Any pātai or discussion, please contact Belinda Himiona, Chief Executive Officer: 02102301029 or ceo@sspa.org.nz

Signed nomination forms, a head and shoulders photo (JPEG/PNG file) and 250 word statement about you and your motivation to join the National Executive (MS Word file) must be received by 5pm, Tuesday 14 November 2023 – send to Rachel at office@sspa.org.nz with "Te Pai Ora SSPA National Executive" in the subject line.

Summary of Key Dates

Tuesday 14 November 2023

- Nominations for National Executive due:
 - 2 tangata whenua positions
 - 2 tauwiwi positions
- Resolutions and Notices of Motion due

By 21 November 2023

- AGM papers sent out by email to members. Includes:
 - Agenda for AGM
 - Minutes from the 2022 AGM
 - Nominations received for National Executive
 - Any Resolutions and Notices of Motion
 - Proposed amendments to the Te Pai Ora SSPA Constitution
 - Annual Report and Financial Statements
 - Email voting opens

Thursday 23 November 2023

- Email voting closes 5pm

Tuesday 28 November 2023

- AGM at 3.30pm via Zoom

Ngā mihi nunui mō tō tautoko o tēnei kaupapa.

With our collective membership, Social Service Providers Te Pai Ora o Aotearoa is working to ensure Aotearoa's community-based social services are sustainable, making a positive impact every day in our communities, supporting children, young people and whānau to thrive now and into the future.