



# Procedure Handbook

To be read in conjunction with the CDANZ Constitution.

This handbook may be used to interpret or apply the Constitution. Where there is contradiction, the Constitution shall prevail.

**Updated April 2022**

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## 1.0 Directory

### 1.1 Membership of the National Executive Committee

#### Composition and Election

The management of CDANZ is administered through the National Executive Committee. The CDANZ Constitution lists the following positions:

- President
- Vice President(s)
- Secretary
- Treasurer
- Committee Members (6)

The members of the National Executive Committee are elected at the Annual General Meeting. The National Executive Committee may co-opt two further members to a maximum of 10 members.

The National Executive Committee will call for expressions of interests in co-opted roles by way of advertisement in the CDANZ national newsletter prior to making any appointments (decision 09/2015).

All members of this committee must be in good standing and be, at a minimum, Professional Members.

#### Term of Office

*Refer section 8 of the Constitution.*

The term of office for a member of the National Executive Committee member is 3 years. A member may serve no more than two consecutive terms (6 years).

The National Executive Committee may extend the term of up to 2 members who have reached the end of two 2 terms by 1 further year, to ensure the committee does not lose significant institutional knowledge and expertise.

A person who has held office for 2 terms shall be eligible for election, or co-option, after 1 term out of office.

### 1.2 Current National Executive Committee Members

Name	Term	Term to expire
Heather Lowery-Kappes	1 <sup>st</sup> term, appointed at 19 <sup>th</sup> AGM 2016 2 <sup>nd</sup> term, appointed at 22 <sup>nd</sup> AGM 2019	22 <sup>nd</sup> AGM 2019 26 <sup>th</sup> AGM 2023 voted by exec 1 further year, to ensure the committee does not lose significant institutional knowledge and expertise.
Paula Rewi	1 <sup>st</sup> term, appointed Oct 2018 2 <sup>nd</sup> term, appointed at 24 <sup>th</sup> AGM 2021	24 <sup>th</sup> AGM 2021 27 <sup>th</sup> AGM 2024

Denise Raymond	1 <sup>st</sup> term, appointed April 2019	25 <sup>th</sup> AGM 2022
Hana Lambert	1 <sup>st</sup> term, appointed July 2019	25 <sup>th</sup> AGM 2022
Robyn Cannell	1 <sup>st</sup> term, appointed at Jan 2020	25 <sup>th</sup> AGM 2023
Cherie Perrow	1 <sup>st</sup> term, appointed July 2020	25 <sup>th</sup> AGM 2023
Serena Tiaiti	1 <sup>st</sup> term, appointed	27 <sup>th</sup> AGM 2024
Hilary Scott-Ker	1 <sup>st</sup> term, appointed March 2022	28 <sup>th</sup> AGM 2025

## 1.3 Operational Team

The day-to-day running of CDANZ is supported by the following employers contractors and service providers:

### General Manager

- Kris Anderson
- employee
- [generalmanager@cdanz.org.nz](mailto:generalmanager@cdanz.org.nz)

### Membership Administrator

- Julie Pope
- Self-employed contractor
- [membership@cdanz.org.nz](mailto:membership@cdanz.org.nz)

### Accountant

- Anthony Rohan, Chartered Accountant
- Fairground Accounting
- [antz@fairground.co.nz](mailto:antz@fairground.co.nz)

### Accounts Administration & Bookkeeping

- Katarina Kuziel
- [katarina@admit.co.nz](mailto:katarina@admit.co.nz) for direct enquiries

### Webmaster

- Robin Sallis
- Cerulean
- [robin@cerulean.co.nz](mailto:robin@cerulean.co.nz)

### CRM and website

- Radha Cumarasen - [radhac@cybergglue.com](mailto:radhac@cybergglue.com) (Account Manager)
- Craig McCullough - [craigm@cybergglue.com](mailto:craigm@cybergglue.com) (CE)
- Member Connex at Cyber Glue

## 1.4 Past Presidents & Distinguished Members

### Past Presidents

The previous Presidents of the Association are (chronologically):

- Felicity McLennan LMCDANZ
- Dale Furbish LMCDANZ
- Lee Brodie
- Russell Booth
- Glenys Kerr
- Kathy Jones
- Megan Smith
- Ivan Hodgetts
- Kaye Avery
- Val O'Reilly
- Shane Heasley
- Jennie Miller

#### **Life Members**

- Felicity Tetley-Jones, founding President
- Dr Dale Furbish, conferred 2010
- Dr Heather Carpenter, conferred 2014
- Sue Mortlock, conferred 2015
- Glenys Ker, conferred 2017
- Julie Thomas, conferred 2017

#### **Honorary Members**

- Lester Oaks, awarded 2010

Life and Honorary Members are acknowledged on the CDANZ website.

## 2.0 Roles of the National Executive Committee

### 2.1 Officers

The National Executive Committee is comprised of the following officers, as outlined in the Constitution:

- President
- Vice President(s)
- Secretary
- Treasurer

In addition to the above, a Membership Officer is appointed from the members of the committee to have executive oversight of the admission of members to CDANZ, address membership queries, and ensure the timely review and renewal of membership in line with the requirements of the Constitution.

NB: The President shall not hold concurrently the office of Treasurer.

### 2.2 Portfolios

The work performed by members of the National Executive Committee is divided into portfolios. Committee members may take on more than one portfolio, and/or share responsibility for portfolios.

Discussion around the allocation and make-up of portfolios is undertaken at the first meeting of the National Executive Committee following the Annual General Meeting.

There is no formal performance review process for volunteers on the National Executive Committee. The expectation is that committee members use self-reflection and collegial feedback/support to sustain productivity in the role.

### 2.3 Departing Members of the Committee

The National Executive Committee shall formally and publicly acknowledge departing committee members, whether they leave at full term or otherwise. The National Executive Committee members agree on an appropriate budget for a gift (decision 02/2014).

## 3.0 Meetings & Internal Communication

### 3.1 Timing & Method of Meeting

Regular meetings of the National Executive Committee are undertaken face-to-face, and by Skype, Zoom, or other agreed digital medium.

The present arrangement is that:

- The committee holds a face-to-face meeting each quarter in Auckland.
- For the four face-to-face meetings, one-day or two-day meetings are held, including a shorter meeting the day preceding a National Symposium and AGM. A two-day meeting may be agreed upon at the recommendation of the President depending on the meeting goals.
- Skype/Zoom meetings are held not more than monthly and are approximately 1 – 1.5 hours in duration.
- A schedule of meetings is drafted and agreed to at the first face-to-face meeting of the committee following an AGM.

### 3.2 Preparing for Meetings

#### Documents

Prior to meeting, committee members can access and contribute to the following in the Google Drive, under:

EXECUTIVE/ Executive Meetings/ YYYY Executive Meetings / Month

- Agenda for the meeting - available 7 days prior to the meeting
- Draft minutes of the previous meeting for approval
- Summary of current project and portfolio activities - available 7 days prior to meeting
- National Development Manager's (NDM) Report
- National Administrator's Report to the President
- Other documents as necessary.

#### Face-to-Face Meetings

These meetings are held quarterly and in a main centre, normally Auckland. The dates for these meetings will be set at the first session of the committee following the AGM.

#### Travel

- Committee members will need to make their own arrangements for getting to the venue.
- Flying, ferry, or bus: CDANZ will reimburse committee members for the actual cost, on presentation of a tax invoice/receipt. If members would prefer CDANZ to book flights or bus direct, they will need to contact the Treasurer. On occasion group bookings will be made where it is deemed most efficient to do so.
- Driving: CDANZ will pay mileage at the current rate as set and published by IRD on their website, presently \$0.82c per km.
- Parking: CDANZ will reimburse parking costs on presentation of a tax invoice/receipt.

#### Accommodation

- CDANZ will meet the cost of accommodation for meetings. The budget for this is up to \$150.00 + GST per person, though there is some discretionary flexibility at times, particularly

in Auckland where hotel prices tend to be above this rate.

- Committee members can seek reimbursement with presentation of a tax invoice/receipt or ask the Treasurer to book on their behalf.

Members are expected to choose the most cost-effective options for transport and accommodation.

### 3.3 Reports

Members are requested to update the Monthly Update Report prior to each month's meeting, whether Skype/Zoom or face-to-face to (a) provide a record and update of their portfolios and areas of responsibility, and (b) indicate any decisions required to be made in the upcoming meeting.

These reports are prepared and submitted 7 days prior to the Zoom meeting or Face to Face meeting, and will be taken as read at that meeting, with only matters arising being discussed. A report template will be supplied to members at the first meeting of the National Executive Committee following the AGM, and agreement made as to the year's schedule of reporting dates (currently monthly).

### 3.4 Email

Between meetings email is the most typical and convenient method of communication. At busy times emails can become numerous, so it is important members are mindful of managing this.

The following protocol was adopted in October 2015:

- **RECIPIENTS:** Email to only those who need to consider the item.
- **RECORD:** Copy all emails to [admin@cdanz.org.nz](mailto:admin@cdanz.org.nz), as a repository and record of our conversations.
- **SUBJECT:** To assist with managing threads of conversation, please use upper case for the main theme of the email, followed by the action or sub-theme in lower case (e.g. SYMPOSIUM Venue - decision required). Subjects should be updated / changed as the conversation evolves.
- 'Urgent' or 'Important' email priority is to be used only if action is required on the same day.
- Email communications should be brief, with our regular reports providing an update on key information.

### 3.5 Executive Logins

The Executive has several confidential logins, the details of which are provided by one of the office holders on the Executive:

- Executive Drive (Google), the repository for all Executive and CDANZ documentation (President and General Manager)
- Xero accounting system (Treasurer)
- Lil Reggie for event registrations (General Manager)



- MailChimp for email notices
- SurveyMonkey for feedback surveys
- Kiwibank for bank signatories (Treasurer)
- Member Connex - CRM system (General Manager)

## 4.0 Financial Administration

CDANZ finances are administered by Admit Admin as appointed bookkeepers, and the annual financial statements are prepared by Fairground Accounting, the CDANZ appointed accountants.

### 4.1 Executive Oversight

The National Executive Committee shall have oversight of all financial transactions and activities of the Association.

The spending of the National Executive Committee shall, as far as possible, be in line with the budget (updated or otherwise) prepared by the Treasurer and President and agreed to by the committee.

All payments shall be accompanied by appropriate documentation and be approved by at least 2 members of the National Executive Committee.

Exceptional spending shall require discussion and majority approval of the National Executive Committee.

No committee member shall approve any payment or transaction for which they are the benefactor (e.g. an expense claim).

The National Executive Committee is to be diligent in their enquiry of CDANZ financial undertakings. All members of the committee are entitled to be signatories of the CDANZ accounts.

National Executive Committee members will have full access to the CDANZ Xero accounting system.

The Treasurer will:

- ensure the financial management of the Association adheres to all financial policies adopted by the National Executive Committee.
- provide a regular update of the Association's financial position at each meeting and provide a report on the Association's position each quarter.
- make available to the National Executive Committee documentation related to the spending and financial activities of the Association on request.
- be mindful of the need to ensure an annual audit is undertaken within timely intervals.

### 4.2 Capitation

Each year branches receive a set dollar amount per branch member from the annual subscriptions to support branch events. This must be calculated at the end of the financial year, based on the following:

- Branches must present an audited statement of annual income and expenditure from the just-ended financial year to the National Executive Committee not less than 60 days before the CDANZ AGM to receive their capitation.
- The Treasurer will advise branches as to the anticipated branch capitation payment as close to 01 April of the current financial year as is practicable.
- Capitation will be calculated on the membership numbers and makeup as at 31 March of the just-ended financial year.
- Capitation is calculated according to the following considerations:

- If there are fewer than 60 Professional and Fellow members: \$15 per Professional or Fellow member plus \$10 per Full member
- If there are more than 60 Professional and Fellow members: \$300 base fee plus \$10 per Professional or Fellow member and \$7.50 per Full member.

### 4.3 Expenses of the National Executive Committee

All actual expenses incurred to attend meetings are reimbursed. This includes accommodation, flights, car parking costs, taxis and food. Any spending on alcoholic beverages is not included. Expense claims are submitted through Xero with GST receipts attached.

The association has two debit cards, held by the President and the Treasurer, to assist in meeting National Executive Committee expenses. Use of the cards is subject to expenses policies (decision 08/2016).

The President receives an annual honorarium, usually in October.

In October 2014 the National Executive Committee passed a motion: "That Executive members claim on a monthly basis all expenses relating to CDANZ national work, including mileage." At a later meeting it was agreed the Executive may approve some extraordinary expenses for National Executive Committee spending.

## 5.0 CDANZ Membership

CDANZ membership is governed by the Constitution and managed by the Membership Officer.

### 5.1 Membership Officer

The Membership Officer is a member of the National Executive Committee and is responsible for convening the Membership Committee and addressing any membership queries and concerns.

The Membership Officer is responsible for reporting to the National Executive Committee on any matters concerning CDANZ membership.

### 5.2 Membership Committee

The Membership Committee is chaired by the Membership Officer and is comprised of Professional, Fellow, or Life Members of CDANZ.

The Membership Committee meets on a regular basis (e.g. monthly) to consider new applications for membership and to review selected membership renewals to ensure compliance with the rules of the association.

The Constitution requires a minimum of 10% of Full Members and 10% of Professional and Fellow Members are subject to review each year.

### 5.3 Evaluation Team

The Evaluation Team are contractors recruited from the CDANZ Membership in accordance with the [Criteria, Procedure and Remuneration for Evaluator's Guidelines](#). Evaluators are trained by and report to an Evaluation Team Leader/s. They evaluate the Competency Statement and Practice Studies submitted with membership applications and make recommendations to the Membership Committee.

### 5.4 Right of Appeal

Any member who disagrees with a decision made by the Membership Committee may make an appeal to the National Executive Committee. They may do so by way of the Membership Officer, or through contacting the National Administrator.

The decision of the National Executive Committee shall be final unless the Constitution otherwise provides.

### 5.5 Criteria for Membership

- Professional Membership: Criteria is outlined in the Constitution
- Full Membership: Criteria is outlined in the Constitution
- Student Membership: Criteria is outlined in the Constitution
- Affiliate: Criteria is outlined in the Constitution

- Fellow Membership: The principles of this membership are outlined in the Constitution, and applications are to be made in accordance with the Fellow Membership Policy found on the CDANZ website
- Life Membership: The principles of this membership are outlined in the Constitution, and nominations shall be received, and appointments made, by the National Executive Committee only.
- Honorary Membership: The principles of this membership are outlined in the Constitution, and nominations shall be received, and appointments made, by the National Executive Committee only.
- Organisational Affiliation: The principles of this membership are outlined in the Constitution, with formal applications considered on a case-by-case basis with acceptance via Executive Committee approval.

## 5.6 Professional Development

Full, Professional and Fellow Members are required to undertake 30 hours of professional development per annum.

Professional development may be obtained from a number of sources, and should address the Competency Framework as contained on the CDANZ website:

- <http://www.cdanz.org.nz/professional-standards/competency-framework/>

Accepted professional development activities may include, but are not limited to:

- CDANZ National Conference
- CDANZ Occupational Rehabilitation Conference
- CDANZ national events
- CDANZ branch events
- Webinars and relevant podcasts
- Events and activities hosted by CDANZ MOU Partners
- Contribution to CDANZ through participation in national and branch committees
- Contribution to Te Mohiotanga by way of published articles or book reviews, or by being a member of the editing team
- Professional supervision
- Peer supervision
- Attending career development Book Club meetings.

## 5.7 Formal Complaints Procedure (Breach of Code of Ethics)

Any member can be disciplined or dismissed by the National Executive Committee from CDANZ for a breach of the Code of Ethics.

Such a member will have the right to be heard or make a written submission, having been given ONE (1) month notice in writing before the meeting of the Committee at which the matter is to be considered.

The Committee shall act as arbitrator and notify the affected member of its decision.

The member so affected shall have the right of appeal in "General Meeting" by giving notice, in writing, to the President within FOURTEEN (14) days of the date of notification of the decision. Upon receipt of such notice the President shall, as soon as practicable thereafter, call a Special General Meeting.

The complaints procedure is documented on the CDANZ website:  
<http://www.cdanz.org.nz/files/CDANZ%20Complaints%20Procedure.pdf>

Once a disciplinary or dismissal process is completed all locally or personally held records shall be destroyed, with one master set held securely on behalf of the National Executive Committee.

## 6.0 Research Recognition & Research Dissemination

CDANZ has two grants which are available to members. Presently the total pool of money for grants is budgeted at \$6,000.00 per financial year.

Both grants are available only to Professional and Fellow Members. The requirements for each grant are published on CDANZ website:

- <http://www.cdanz.org.nz/professional-learning/research/>

### 6.1 Research Recognition Fund

The purpose of the Research Recognition Fund is to actively encourage members to contribute to our understanding of career development by supporting research activity. It will provide a level of support for members currently engaged in research.

### 6.2 Research Dissemination Fund

The purpose of this fund is to foster the dissemination of completed research project findings and/or leading practice which will be of benefit to CDANZ members generally.

Funding may be granted for attending conferences, symposia and/or professional development workshops, provided the applicant is offering a paper/workshop/seminar/keynote that has been accepted and reflects the applicant's research findings/leading practice.

## 7.0 Index of Policies & Key Documents

Where not included in the Procedures Handbook CDANZ has a number of standalone policies, recorded below for reference purposes.

Document	Type	Location
Life Membership Form	Form	Drive/ Association/Policy
Life Membership Policy	Policy	Drive/ Association/Policy
Photographic Clearance	Form	Drive/ Association/Policy
Advertising Policy	Policy	Drive/ Association/Policy
Communications Policy	Policy	Drive/ Association/Policy
Fellow Membership Policy	Policy	Drive/ Association/Policy
Code of Ethics	Code	Drive/ Association/Policy
Common Seal	Resolution	Drive/ Association/Policy
Complaints Procedure	Policy	Drive/Association/Policy
CDANZ Brand and Profiling Guide	Resource	Drive/Association/Policy
CDANZ Brand Use Guidelines	Resource	Drive/Association/Comms.Branding. Stationery
AGM reports (Public Record)	Resource	<a href="http://www.cdanz.org.nz/for-members/agm-minutes/">http://www.cdanz.org.nz/for-members/agm-minutes/</a>
Executive Minutes (Public Record)	Resource	<a href="http://www.cdanz.org.nz/for-members/minutes/">http://www.cdanz.org.nz/for-members/minutes/</a>
Honouring Long Term Retiring Members	Policy	Drive/Association/Policy
Strategic Planning	Project	Drive/ Projects/ Strategic Planning
Professionalism Project	Project	Drive/ Projects/ Professionalism Project
Advocacy Project	Project	Drive/ Projects/ Advocacy
CDANZ National Executive Social Technologies Networking Strategy & Guidelines 2016	Resource	Drive/ Association/ Policy
CDANZ Policy Newsletter Guidelines	Resource	Drive/ Association/ Policy
CDANZ Website Change Request form	Form	Drive/ Association/ Policy
Te Mōhiotanga Contributor Guidelines	Resource	<a href="http://www.cdanz.org.nz/news/te-mohiotanga/te-mohiotanga-contributor-guidelines/">http://www.cdanz.org.nz/news/te-mohiotanga/te-mohiotanga-contributor-guidelines/</a>