

Appointment to an NZAC National Committee, Working Party or Advisory Group

See also:

‘Appointment of National Maori Roopu representatives to NZAC National Committees’ policy

Principle Purpose

The principle purpose of Committees / Working Parties / Advisory Groups is to assist National Executive to carry out the work of the Association within the terms of reference delineated by National Executive.

Working parties are also set up to undertake a specific project, which is beneficial to the Association. The goal of the working party is to provide the information upon which National Executive can establish a position, process or develop policy relating to a particular matter.

Working parties are distinguished from Committees by the time-limited nature of the former.

Changes within the profession of counselling, relationships with Government and other agencies, the growth of the Association and its ongoing functioning may give rise to the need for analysis, research and /or investigation.

The National Executive shall draft terms of reference which include the following:

- The rationale for the project
- Currently available background information
- The scope of the project
- A budget and time-line for interim and final reporting to National Executive

Advisory groups are also set up to provide the information upon which National Executive can establish a position, process or develop policy relating to a particular matter.

Reporting Relationships

To the National Executive and the NZAC membership through the Convenor of the relevant Committee and/or the National Executive Liaison person(s).

Criteria for Committees / Working Parties / Advisory Groups: be a Member of NZAC and have:

1. A long standing association with NZAC
2. Significant experience in the field of counselling (either as a counsellor, supervisor or trainer)
3. A commitment to uphold the objectives and principles of NZAC.
4. Agree to be accountable to NZAC for decisions and actions undertaken as a member of the relevant Committee / Working Party / Advisory Group
5. Possess skills, experience and personal qualities relevant to the work of the relevant Committee / Working Party / Advisory Group. These to be determined by the Committee.
6. Understand the tasks and issues involved in the work of the relevant Committee / Working Party / Advisory Group.

7. Be willing to make available the time required for the relevant Committee / Working Party / Advisory Group work.
8. Provide a statement declaring that there are no criminal convictions or charges pending, other than minor traffic infringements or are subject to any other disciplinary proceedings.
9. Ability to maintain confidentiality
10. Any other criteria required by the relevant Committee / Working Party / Advisory Group

Process of Appointment

1. Positions are advertised nationally, and/or through the relevant Branch networks, according to the areas in which committee members are sought.
2. Interested Members apply with a brief resume and a letter outlining their interest in the position.
3. Applicants are nominated by 2 NZAC Members and must have the support of their Branch Committee
4. The Branch Committee forwards the locally approved application to the National Executive
5. The Committee Convenor and National Executive Liaison person and other relevant persons make comments and recommendations on the applications to the National Executive.
6. The National Executive appoints applicants to the vacant positions.
7. Appointments to the Committee / Working Party / Advisory Group are ratified by the AGM.
8. The term of appointment to the Ethics committee is 3 years and the other committees / Working Parties / Advisory Groups is 1 year, though a member can seek re-appointment
9. New Committee / Working Party / Advisory Group members and members who wish to be re-elected must have their positions endorsed in writing by their Branch Committee for ratification at the AGM.
10. The NZAC Executive has power to appoint eligible Members to fill vacancies not filled at the Annual General Meeting. Such persons will serve for the remainder of that term and, if they so wish, can then stand for election at the next Annual General Meeting.

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