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Role of Elected Committees of the Union

Management Committee

The Management Committee consists of ten directly elected members, plus the Chair (or nominee) of each elected Liaison Committee, plus the Union's Secretary. The primary role of the Management Committee is to direct the policies of the Union, and to oversee the finances and administration of the Union on behalf of members. It employs the Secretary and elects from among its number the Union's President, Vice-President and Internal Auditor. The responsibilities are:

President: The President chairs all meetings of the Management Committee, and generally monitors the operation of the Union, ensuring that the Secretary manages the Union within the directions and wishes of the Management Committee.

Vice-President: The Vice-President stands in for the President as the Chairperson of any Management Committee meeting when the President is absent, and generally assists the President in fulfilling his/her role.

Secretary: The Secretary employs the Union's staff on behalf of the Management Committee. The Secretary is responsible for the operational management of the Union in accordance with the policies and budgets approved by the Management Committee. The Secretary is also responsible for ensuring that the Union complies with all legal requirements and operates within the law and the Union's Rules, and for ensuring that all appropriate financial records are maintained and audited.

Internal Auditor: The Internal Auditor monitors the keeping of the Union's books of accounts, ensures that all money is properly accounted for, and that all payments are properly authorised by the Management Committee.

Management Committee: Members of the Management Committee have no individual authority, but exercise authority collectively by way of majority vote at meetings of the Management Committee. The Committee as a whole sets the policies of the Union, approves annual budgets and subscription levels, and generally ensures that the Secretary manages the Union within these policies and financial delegations put in place by the Committee.

The Management Committee meets on a monthly basis (except January) - currently the third Monday at 12 noon in the Union office in Christchurch. Additional special meetings are held as the need arises. The agenda is forwarded to all Management Committee members in advance of the meeting, along with the minutes of the previous meeting, detailed financial report, administration report, industrial report, and any reports relating to policy or other issues to be considered at the meeting.

Management Committee members from outside Christchurch or Dunedin do not normally attend many meetings. They are able to contribute their views on agenda items via any other Committee member and Dunedin members participate through “skype” facility between the Christchurch and Dunedin office. The Union reimburses any travel costs for a Management Committee Member from outside Christchurch when they do travel to attend a Management Committee meeting.

Liaison Committees

The role of Liaison Committees is to advise and assist the staff of the Union in identifying and handling industrial matters, to shape the industrial policies, and to assist in implementing these policies, as they relate to their workplace. These Committees take a leading role in the development and approval of claims for their collective negotiations, and in the selection of the Union Negotiating Team.

Liaison Committees elect their own Chairs and Deputy Chairs from within their ranks. Each Chair becomes a member of the Union Management Committee ex-officio, although if they have been directly elected to the Management Committee, the Liaison Committee will then elect an alternative Management Committee representative.

The Secretary allocates a Union Organiser to fill the secretarial role for each Committee. Some Liaison Committees meet on a set schedule and others meet to deal with issues as they arise. Meetings will normally be held more frequently around negotiation times, and less frequently at other times.

In addition to the Liaison Committee members, we also have many Delegates and Contact people representing various work groups in their workplaces.

Ad Hoc Liaison Committee

Since Liaison Committees are established where there are large numbers of members with the same employer, the Rules provide for an “Ad Hoc Liaison Committee” to be appointed by the Management Committee. The Ad Hoc Liaison Committee represents areas not covered by other Liaison Committees – generally by a cross-section of Delegates from the other authorities.

The Joint Council of the Union

In combination, all members the Management Committee and every Liaison Committee constitute the “Joint Council of the Union”. Generally the Joint Council conducts its business through postal ballots, however, it may be called together to consider strategic policy issues from time to time.

The Joint Council of the Union is an administrative body. It performs the functions previously exercised by the Annual General Meeting, being:

- To receive and approve the Union’s Annual report and the Union’s Annual Accounts.
- To approve any amendments to the Union’s Rules.
- To consider any matter referred to it by the Management Committee, or by a Members Initiated Petition, or required to be referred to it by the Union’s Rules.

Ultimately the Control of the Union is in the Hands of Members

Members of the Union have the ultimate control over the affairs of the Union. Any group of members can initiate a ballot of all members through the provision for “Member Initiated Petitions”.