



Have You Taken A Close Look At - Your Constitution?



Attention board members! When was the last time you took a close look at your organisation's constitution? Was it last year, last decade, or, last millennium? If your reply was closer to a decade-plus, then, scheduling a 'constitution refresher-review' session for the entire board would be a timely and useful action to take.

Who ought to know the constitution and why?

Because of their duties and responsibilities, every board member needs to be conversant and up-to-date with their trust deed (as a charitable trust) or rules/constitution (as an incorporated society). They ought to know how, and when, different clauses relate to different functions, duties and activities performed by themselves, and their organisation. Also, they ought to ensure their duties and activities are compliant legally, and constitutionally.

For new board members, include the constitution (and all its amendments) in an 'induction pack' when they first start. If you are thinking of joining a board or inviting someone to join yours, smart 'due diligence' would involve checking out the

organisation's constitution to become aware of their purposes, functions and responsibilities.

CEOs, GMs or managers ought to know their constitution too. Then, they'll know what support to provide during the year, e.g., reports and minutes for an annual general meeting; fulfilling the organisation's purposes.

Where can I find the constitution?

The latest version, and its amendments, ought to be available to view and download from the NZ Companies Office website (www.societies.govt.nz). As a minimum, all Board officers ought to have the latest version in their Board packs so that its readily available for reference purpose.

What to look for when reviewing?

All trust deeds and rules contain key 'must-have' clauses in them. So, review these to check they are still relevant, on-track with your purpose and legally compliant.

When to review?

Review your trust deed regularly. If it's done annually it helps refresh all board members about their responsibilities. So, consider making it a board agenda item, annually.

Time for a change?

If, as a result of a review, the Board decides to make changes, then seek expert and/or legal advice to determine how to do so.

Remember, to inform the appropriate agencies of changes made. The NZ Companies Office needs to know, and, if you are a registered charitable organisation, then update the NZ Charities Services too.

CE Update



December is often a good time to reflect on the year that has been. It is a time to take stock of our accomplishments and to ruminate how our challenges have impacted on us. This year has largely been a good year for Community Waikato. We have

held our first Symposium which attracted around 100 people from around the region. The feedback was excellent with a strong indication that people would value a second symposium in 2018. We also got some great feedback on how to improve upon the symposium and this feedback will help shape the next event.

Community Waikato also piloted the Health and Safety training roadshow. This involved taking the Health and Safety workshop around the region to ensure our community organisations had access to the information they need to ensure their workplaces are both safe and compliant. More recently, we have been working with Charities Services to deliver a workshop on the financial reporting standards and if communities think they would benefit from Community Waikato coming by to deliver this workshop, please contact us to register your interest.

I would also like to acknowledge the outstanding contribution that Lois Livingston made to both the Community and Environmental sectors. She provided a strong voice for both sectors in her twenty-one years on council. Lois also worked tirelessly for the sector outside of her Council role I would like to thank her for her leadership, advocacy and support. It is with sadness that we say goodbye to Lois but her legacy will continue.

Finally, for those of you taking a break over the holiday period, have a wonderful and safe time. For those of you working through, thank you for your commitment during this time. It is hard to stay focused on work when the sun is shining outside! The staff and I at Community Waikato look forward to working with you next year.

Holly Snape - Community Waikato Chief Executive

Dragons Den at the Community Waikato conference 2017

Community Waikato are currently preparing for our 2 day Community Waikato Conference, which will take place next year, 2 and 3 August 2017. The theme for this conference is 'Thriving in the 21st Century'. As part of

the conference, we are pleased to be able to once again offer the Dragons Den, with a total prize pool donated by Len Reynolds Trust of \$20,000. If you are a Waikato social service organisation with charitable status, get your thinking caps on to come up a project to present. We will be calling for expressions of interest in February next year, from those who would like to compete in the Dragons Den.

Tindall Rural Community Event Fund

Applications for the Tindall Rural Community Event Fund open from 12 December 2016 to 27 January 2017.

This fund is targeted toward small, rural-based organisations who provide events for families, children and their communities. It is not for commercial events. Hamilton based organisations are excluded.

The development of this fund was inspired by numerous requests for assistance for community-led events such as family fun days, community celebrations and summer picnics along with events that have arisen in response to specific issues. Accessible and collaborative community events are an essential part of developing a sense of belonging and community. They encourage neighbourly relationships and establish links that build and strengthen communities and families overall.

For more information and to apply visit www.communitywaikato.org.nz

Community Waikato Scholarships

Applications for the Community Waikato Scholarships open from 6 March 2017 to 21 April 2017.

The Community Waikato Scholarships aim to support paid and volunteer workers in community-based social service organisations who are undertaking tertiary study. Community Waikato will be prioritising applications that clearly demonstrate a link between the study and strengthening the community sector via enhancing the capacity of the organisation they are involved with.

For more information and to apply visit www.communitywaikato.org.nz



Community Waikato Scholarship Recipients 2016

Presenting an oral submission to influence policy

If you have made the effort to submit a written submission to a local or central government agency about an issue or a cause you care strongly about, it may be worth making the further effort to front up with an oral submission

To get started, here's a "15-minute" planning tool to use, to prepare an oral submission:

1. What are **three** key points you want to make in your '10'-minute presentation?
2. What **messages** could you use that are important to the cause? Think about what would get councillors or Members of Parliament listening to you.
3. What is the '**point of difference**' of your organisation? Outline why they should listen to you, e.g., community experience and impact.
4. Who could help **support** you to present the submission? Take others along with you who support the points you want to raise, or, to answer questions, e.g., the Chair, a parent with experience, a local professional.
5. What questions will you likely be asked? Try to have information on hand that will help you answer any questions raised.



Present an attention-getting submission!

It's important to make every minute of your presentation count! So use these next **10 tips** for preparing and presenting your oral submission so the interests of your organisation, the cause and your sector will be heard!

- Set a **time-limit** for your presentation. If you have only 10-minutes to present, then plan a '7-minute' presentation so you can allow for 'Question and Answer' time.
- **Write notes** for a 'short script' and include a 4-point introduction (see below).
- **Don't simply read** your submission – make around 3 key points (e.g., the key points identified using the "15-minute tool").
- Ask for **support** to come to the presentation (e.g., invite your Chair).
- **It's okay** to be nervous. So, preparation in advance can help alleviate nerves.
- **Arrive early** so you can see how the meeting panel is going.
- **Be friendly** – you want to persuade them towards your views.
- Keep your presentation **short and focused**.
- Have some answers ready to go for **anticipated questions**.
- Be prepared for **media interest** – the issue or cause may be topical.

Next is the **4-point introduction** for the start of your presentation. Use the introduction time to settle your nerves and to grab friendly attention, from the outset:

Point 1 – Acknowledge and thank the Chair and panel you're presenting to.

Point 2 – Say who you are and who else is presenting or supporting you.

Point 3 – Tell the panel why they should listen to what you have to say.

Point 4 – Make it clear you won't be wasting their time ...

... and now ... get right into what you have to say!

Source: This article is based on workshop resources delivered by Keriata Stuart (Strategic Advisor, Māori Public Health, Public Health Association of NZ), July 2016.

Volunteer Motivation, Needs and Leadership



More than anything volunteers want and appreciate great leaders. They want their leaders to be inspiring, motivating, consistent and above all, authentic.

Because volunteers will join your organisation with different motivations one leadership style will not work for them all. There are several common motivations to why people volunteer and they range from a desire to make a difference, to make new friends and build community, and a way to acquire new skills and experiences. Each of these motivations can broadly be assigned a characteristic that meets a need an individual may have - namely power, achievement and affiliation. Each need requires something different from a leader.

The power motivated volunteer wants their leader to consult with them, ask their advice and give them additional responsibility. This might mean asking them to train other volunteers, facilitate a particular project – or even represent your organisation at events and functions. Public acknowledgement (in front of others) of their contribution is appreciated.

The achievement motivated volunteer wants to hear from you what progress they're making, likes training opportunities and prefers their achievements to be acknowledged in newsletters and press releases.

Achievement motivated volunteers look for achievable chunks of work that they can accomplish in given time frames.

The volunteer with an affiliation motivation wants to work in teams and appreciates face-to-face personal recognition and thanks. They love individualised gestures and are the volunteer most likely to want to know the name of your cat, where you grew up and what you did at the weekend. This motivation requires you to share a little of yourself at a personal level to ensure the volunteer feels included and valued.

Think about your volunteers and what their needs are – one size does not fit all, so consider how you can customise your leadership skills to keep them enjoying and gaining satisfaction from their roles. As a leader of volunteers you have to be a very skilful chameleon - adapting your leadership style when working with different volunteers whilst always maintaining a consistent core set of values around volunteer engagement.

When people are having their needs met through volunteering they feel a sense of success which can become addictive – resulting in better retention and longer term commitment. Creating a success-oriented volunteer culture is dependent on many things but one of the most important is to expect and plan for excellence. Set your expectations high and don't compromise because the person is "just a volunteer". Be a coach and cheerleader to those who are learning within their roles and tune into their passion to create opportunities for further development.

Lastly, leadership within a volunteer context requires you to be strategic – that means getting off the dance-floor and onto the balcony. Ensuring rosters are full and services are provided is incredibly important but so too is horizon-gazing and future-proofing. By considering new ways that volunteers could be involved in your organisation you'll discover exciting possibilities that will re-energise and motivate you – making you a volunteer magnet extraordinaire!

Article contributed by Chris Atkinson from Volunteering Waikato



The Western Community Centre working towards Para Kore – Zero Waste

Earth's resources are finite. Everything that we use and have comes from Ranginui, Papatūānuku and their children. Humans are the only species on the planet that don't live by zero waste principles. The natural world does not create waste. Everything at the end of its life, whether it's a plant or animal, becomes part of another system. A dead insect becomes kai for another insect, a tree that falls in the bush rots and provides nutrients to the earth for new growth. Everything in nature is part of a closed, continuous, endless cycle.

The Para Kore programme works with marae, and organisations to increase the reusing, recycling and composting of materials, thereby, helping to reduce the extraction of natural resources and raw materials from Papatūānuku. Pine Campbell, Para Kore Kai-awhina, imagines a world where every product is created in a way that regenerates our environment.

"A world with healthy soils, diversity of species, healthy ecosystems, cultural food gathering practices, clean rivers, safe food grown locally, plenty of resources, and people enjoying happy lives" says Pine.

Zero Waste is a call to action that aims to end the current take, make, and dispose mentality of human society. Zero Waste is a policy, a path, a target. It is a process, a new way of thinking. Most of all it is a vision. It's a new planning approach which closes the loop, so that all waste is a resource for another process.

The Western Community Centre, based in Nawton, has been participating in the Para Kore initiative for almost 2 years now.

"Para Kore helped us with both education and resourcing to assist us in limiting our waste output, and then how to use that knowledge to help educate others" says Neil Tolan, Manager at the Western Community House.

The Western Community Centre is a focal point for information, venue hire, resourcing and support to a number of agencies, organisations, schools, families and individuals, with over 60,000 visits annually. 72 unique services and programmes are offered each year for all ages to improve the quality of life for the residents of

Hamilton. 115 community groups, clubs, organisations, schools and churches use the venue each year. The Centre takes a lead role in highlighting the importance of supporting their local neighbourhoods and is in constant dialogue and works together with local community groups, organisations, schools, churches and police. This together with services, events and family support facilitated by the Centre contribute to the wellbeing of the community.

"Through the Para Kore initiative, we were able to reduce the costs for rubbish pickup, reduce the amount of our waste going to landfill, begin a program of caring for the environment ensuring future generations wouldn't be left with such a large mess to clean up, and use the opportunity as an educational tool for the children in the community" says Mr Tolan.

"2 years on we've halved our waste going to landfill while at the same time the Community Centre has had twice as many bookings" says Mr Tolan.

Children in the community have been taught worm farming and waste minimisation. Worms are spreading across Nawton. Nawton is doing its fair share to reduce landfill waste.

If your organisation or marae is interested in a free presentation from a Para Kore Waste advisor, contact Pine Campbell, pine@parakore.maori.nz



Poverty Action Waikato - Advocacy is Our Priority



The system is failing, many people are suffering, and the need to boldly advocate for social justice is increasing. This is the latest news from the local research and advocacy organisation, Poverty Action Waikato (PAW). Over the past year, Poverty Action has evolved from a small research team to a dynamic and open working group made up of a diverse range of people.

PAW's vision for flourishing communities, valuing hauora, social justice, equity, and diversity was formulated earlier this year by the working group made up of Holly Snape, Kyro Selket, Martin Thrupp, Cynthia Piper, Paul Shannon, Rose Black, Robert Moore, Polly Atatoa Carr and Anna Casey-Cox.

Being bold and courageous in pursuit of this vision, is the intent of the working group, who are also committed to engaging with Te Tiriti O Waitangi and follow tikanga. With a proven track record of advocacy in the community, PAW is continuing to challenge neoliberalism and advocate with community to decision makers and each other for structural reform.

"One of our objectives is to support participatory democracy. In our last report, we documented the impacts of the Mobile Retail Trucks on people's lives. We took this issue to Council earlier in the year. The Public Places By-law makes no mention of the predatory operation of these trucks in our residential areas and we want Council to review the by-law so that the operation of the trucks is curtailed" says Anna Casey-Cox.

PAW will be attending the February 2017 City Council meeting to follow through on this issue with the new council.

Hot on the agenda of PAW is to encourage and stimulate more discussion and awareness of issues in society and participation in elections and voting. By working alongside the community PAW is developing a play where people will tell their stories of engaging with Work and Income to give voice to some of the issues they experience. Inspired by the film, I am Daniel Blake, PAW seeks to highlight the structural and political underpinnings of an increasingly punitive welfare system.

"Our welfare system is woefully inadequate and harsh. The neoliberal agenda, promoted by successive governments over the last three decades, has stripped our welfare services of their humanity. Our intention with this play is to work alongside the community to raise the voices of the people who are at the bitter end of a system that no longer cares. We need a welfare system that is underpinned by the values of manaakitanga and this what we are advocating for" says Kyro Selket.

The play will be performed at community centres around Hamilton during the run up to the national election next year.

The Poverty Action working group meets on the fourth Thursday of the month, generally at Community Waikato. The meetings are open to the community and all are welcome. Meeting announcements are made via the group's facebook page.

[Facebook.com/Poverty-Action-Waikato](https://www.facebook.com/Poverty-Action-Waikato)



L to R Rose Black, Kaumatua for Poverty Action Waikato Pine Campbell and Anna Casey-Cox

Merry Christmas from the team at Community Waikato

Community Waikato Christmas Office hours

We will be closed for the Christmas break from midday Friday 23 December 2016 until Monday 16 January 2017.
Have a safe holiday everyone!



Foodbank Agencies Christmas Schedule

	Closing	Open
Hamilton Combined Christian Foodbank	23rd December 2016	16th January 2017
Anglican Action - ph: 856 5820	22nd December 2016	9th January 2017
Catholic Family Support Services - ph: 856 3760	23rd December 2016	4th January 2017
Crosslight Trust - ph: 847 2998	16th December 2016	
Desert Spring Ministries - ph: 855 2728	20th December 2016	23rd January 2017
Methodist City Action - ph: 839 3917	22nd December 2016	16th January 2017
St Vincent de Paul - ph: 847 0446	23rd December 2016	9th January 2017
Te Whanau Putahi - ph: 855 0990	22nd December 2016	11th January 2017
The Salvation Army - ph: 834 7000	22nd December 2016	4th January 2017
Hamilton Homeless Trust.	Based at 33 Hood Street, Hamilton. Meals are available every day at 6pm, all are welcome	

Thank you to our Funders for 2016 Without you, our work would not be possible



**COMMUNITY
WAIKATO**

"Supporting strong communities"
Hei tautoko kia tuu pakari ai ngaa haapori

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