

WATER NEW ZEALAND SPECIAL INTEREST GROUP

OPERATIONAL GUIDELINES

Purpose

Water New Zealand Special Interest Groups exist to support members too transfer knowledge, strengthen professional networks and advance their areas of practice.

This document outlines the function, roles and responsibilities for administering the groups. Groups are encouraged to develop their own Terms of Reference, and housekeeping practices specific to their needs.

Special Interest Groups are not a vehicle for business promotion, however contributions from organisations may be acknowledged where these support advancement of group objectives.

Special Interest group structure

Groups are overseen by a committee of up to fifteen members, chaired by one of the committee members, and administered by Water New Zealand. Additional sub-groups or project working groups may be developed to deliver on specific tasks. In such cases sub-groups are administered by committee members themselves.

Water New Zealand members may elect to receive communications from the Special Interest Group, when registering, or updating their Water New Zealand membership. An up-to-date contact registered will be maintained by Water New Zealand for this broader group to be engaged on events, news, and other relevant correspondence, developed by the committee.

How to join a committee

Committee membership is confirmed annually at the groups AGM. The committee and chair may be self-nominated or nominated by other members of the committee. Where committee vacancies exist the opportunity for other Water New Zealand members to join the committee will be publicised to the broader group mailing list, and Water New Zealand membership ahead of the groups AGM.

Interested members can sign up for notification of such opportunities and the AGM by subscribing to the groups mailing list on their Water New Zealand website dashboard, or registering for the mailing list at the Water New Zealand groups homepage.

Committee operations

- A minimum of a chair, and four committee members are required for Water New Zealand to provide administrative support for the group.
- A maximum of fifteen members can participate in the committee. Additional members may be part of subcommittees that are established by the committee.
- Committee members are required to be Water New Zealand members. Non-members may be co-opted where needed to support delivery of group activities, either on committees or subcommittees, but cannot join the committee.
- Committee members who have an unexplained absence of three consecutive meetings will be removed from the committee.
- Water New Zealand will provide a nominated point of contact to liaise with the committee. The Water New Zealand point of contact will endeavor to attend all committee meetings. Where required, an alternate Water New Zealand staff member will attend in place.
- The committee will meet at least twice in a financial year.

- The Water New Zealand nominated contact will co-opt Water New Zealand technical, policy, training and communications staff where required.
- Committees are encouraged to develop annual work plans to outline their objectives. A template is provided as an addendum to this document.

Activities and responsibilities

To deliver on the purpose of the Special Interest Groups, the committee may undertake any of the following activities, with the support of Water New Zealand.

At a minimum, host regular committee meetings and an annual AGM. Additional activities will be at the discretion of the committee and outlined in an annual work plan (a suggested template is attached as an addendum).

The development of technical guidelines and training materials may also be undertaken by Special Interest Groups. In these instances, Water New Zealand and Committee undertakings shall be agreed on a case by case basis. If guidelines are to be published using Water New Zealand branding and assistance, Water New Zealand approval should be obtained.

	Activities	Committee Undertakings	Water New Zealand Undertakings
Administration	Committee meetings Monthly or every other month at the discretion of the committee	Committee chair to set agenda and chair meetings. Committee members to attend.	Schedule meetings Maintain an up to date contact list of committee members Take minutes
	Annual AGM Held online, or in conjunction with other events outlined below	Committee chair to set agenda and chair the meeting.	Call for nominations Event scheduling Minutes
	Coordinate subcommittees / working groups	Agree the need for working groups Seek membership and input from Water NZ members Manage deliverables	Schedule meetings Maintain an up to date contact list of committee members
Communications	Committee webpage, housed on WNZ site	Annual review of objectives	Maintain up to date event and committee information
	Logos	Input on suggested theme	Graphics support
	Publication of news/events	Inform WNZ of content, information relevant to broader membership	Publish relevant news, events on WNZ website, Pipeline (fortnightly flyer) and social media as appropriate
	Newsletters Co-ordination of up to four newsletters	Provide newsletter content	Editorial support to consolidate news stories Maintenance of broader contact list Circulation of newsletters
	Podcast	Identification of speakers Provision of content	Editorial support Publication Promotion
	Journal articles Up to four annually	Provision of content	Editorial support Publication Promotion
Events	Webinars Up to six webinars will be supported by WNZ annually	Develop content, slides Arrange speakers Provide written overview of webinar and speakers to be used for event promotion	Provision of webinar platform (Zoom) and associated technical support Webinar scheduling Event Promotion Registration
	In-person events	Develop agenda Provide written overview of event and speakers to be used for promotion Assist in identification of sponsor and venues	Organise logistics and materials Promotion Registration

	Conference workshop	Develop agenda Arrange speakers Provide written overview of webinar and speakers to be used for event promotion	Arrange a programme spot Organise logistics and event materials
Advocacy		Contribute to WNZ submissions pertaining to the groups interests	Notify group of opportunities to influence or submit on policy developments pertaining to the groups interests
		Utilize WNZ networks to proactively engage with policy makers	
Technical	Production of technical documents	Develop documents, to be published in the WNZ library Seek approval from WNZ for development and publication of new technical documents, guidelines, and standards	Notify group of relevant standards updates Editorial support Publication Promotion

Committee membership

- Committees are confirmed annually at an AGM.
- New members can express interest in joining the committee at any stage of the year. To this end a link will be available via the committee webpage. Those who have expressed an interest will be notified prior to the AGM to nominate for the committee.
- Expressions of interest for joining or chairing the committee will be issued prior to the AGM to the broader mailing list.
- Committee members and chair will be agreed via a consensus of the existing committee ahead of the AGM.
- There is no maximum fixed length period for a committee. Less than fifty percent of the committee are encouraged to turn over annually.

Accessing association funds

Activities for Special Interest Groups are supported using the associations consolidated funds. If funding is required additional to the activities listed here, requests may be made to the Water New Zealand board.