



THE NEW ZEALAND CARERS ALLIANCE **TERMS OF REFERENCE AND RULES**

Preamble

A carer is a person who supports a family member or friend who has disability or health needs.

A group of national charities and non-government organisations have come together to establish the New Zealand Carers Alliance, agreeing to the aims, functions and procedures set out below. The creation of the Alliance reflects the importance we attach to the needs of carers.

The Alliance is based on the understanding that members have a community of interest, and that in agreed areas members will be more effective when acting cooperatively.

The Alliance has also agreed that it cannot direct or restrict member organisations' efforts on behalf of carers or in any way limit the autonomy of members.

1. AIM

To provide a means for voluntary organisations concerned with the needs of carers to work together for the development and promotion of policies and strategies to meet such needs.

2. FUNCTIONS

- (a) To raise public understanding of the role of carers and recognition of their needs.
- (b) To build partnerships within the health and disability sector around the needs of carers.
- (c) To engage with government to improve outcomes for carers.

- (d) To enable participating organisations to consult about their policies, both together and with outside organisations.
- (e) To encourage good practice – e.g. by disseminating information, developing joint training programs, and collaborating on guidelines.
- (f) To provide opportunities for information exchange and sharing of experience between member organisations and their networks.
- (g) To formulate joint policies and work for their implementation.
- (h) To build opportunities for cooperation, collaboration, and partnerships among groups concerned with the interests of carers, to improve outcomes for carers

3. PARTICIPATION

Groups that are not-for-profit national organisations which have as their main concern, or one of their main concerns, the needs of carers, are welcome to participate in the work of the NZ Carers Alliance.

Any questions of eligibility of groups to participate in the NZ Carers Alliance shall be determined by an executive committee selected by a general meeting of the Alliance.

Each participating organisation shall be entitled to appoint one representative to attend general meetings and may also appoint a deputy to such representative if desired.

Each participating organisation shall be entitled to one vote which may be cast at meetings by the named representative if present.

It is expected that representatives and deputies should be involved in the development of policy or management/advocacy positions within their organisations.

4. OFFICERS

- (a) A seven member executive of the NZ Carers Alliance shall be selected by nomination and voting of participating organisations at a general meeting for which notice of nominations and voting has been given.
- (b) The national executive, and a representative of the national Maori carers network, and the Secretariat, shall manage the affairs of the Carers Alliance between meetings
- (c) The Carers Alliance national executive shall elect a Chairperson and Vice Chairperson at its first meeting following the annual general meeting.

Carers New Zealand shall provide ongoing the Secretariat for the New Zealand Carers Alliance, and with the approval and supervision of the executive committee shall hold and disburse any funds obtained for the use of the Alliance.

The executive committee may appoint a Treasurer to advise it on financial matters if considered necessary.

Office holder terms shall be up to two years, with provision for no more than half of the terms to expire each year.

Carers New Zealand will be entitled to a representative as a participating organisation, in addition to its role as the Secretariat for the NZ Carers Alliance.

In implementing the work program of the Alliance, the executive committee will determine its own meeting schedule and meeting procedures.

5. PROCEDURES

- (a) The Alliance will be composed of the named representatives of participating organisations, appointed under Section 3 above. Such representatives shall receive all communications. A deputy may attend any meeting should the named representative be unable to attend.
- (b) It will normally be the practice of the Alliance to adopt policies only where there is consensus among those present. Where a consensus is not reached, the executive committee/secretariat must be sensitive to this in how it pursues the matter.
- (c) Not less than 21 days' notice shall normally be given for general meetings, but an emergency meeting may be convened by the Secretary at the request of the officers of not less than three representatives provided 7 days' notice is given.
- (d) Any proposals concerning policy or finance must be notified in writing to representatives to arrive at least 7 days before a meeting, but urgent matters may be presented to the meeting by the executive committee.
- (e) The Alliance will each year hold an Annual Meeting to elect Honorary Officers and confirm the representatives, and aim to hold at least two other meetings.
- (f) The executive committee shall have power to take such action as is required on behalf of the Alliance between meetings. Such actions shall be reported to the next meeting of the Alliance.
- (g) The Carers Alliance may from time to time identify the need for ad hoc working groups who would undertake to report back to the executive

committee or general meeting as appropriate. The executive shall from time to time coopt other members with specific skills to add to executive projects.

- (h) When a member of the Carers Alliance is invited to be part of a consultation or working group, the appointee shall (a) represent the views of the Alliance and (b) report in writing to the Alliance or its Executive Committee in a timely fashion.

6. **FINANCE**

- (a) The finances of the Alliance will be managed by Carers NZ which will be accountable to the Alliance for any monies held on behalf of the Alliance.. The fund will be audited each year as part of Carers NZ's accounts.
- (b) Participating organisations may be requested to pay an annual subscription. The amount may be reviewed at the Annual Meeting.

7. **AMENDMENTS TO RULES**

Alterations to these Rules shall receive the assent of not less than two thirds of the representatives present and voting. A resolution for the alteration of the Rules shall be received by the Secretary at least 21 days before the meeting at which the resolution is brought forward.

8. **DISSOLUTION**

The Alliance may, at any time, be dissolved by a resolution passed by a two thirds majority of those present and voting at a meeting to which 21 clear days' notice in writing shall have been sent to all representatives. Such resolution must give instructions for the disposal of any assets held in the name of the Alliance.