

## Ngā Tikanga Whakahaere o ComVoices - ComVoices Terms of Reference

### Purpose

We amplify the voices of Aotearoa's community sector to influence decision-makers.

ComVoices is committed to the respectful use of te reo Māori in our communications and mahi.

### Vision

Confident, connected communities served by a valued and collaborative community sector.

### Strategic Goals

- ComVoices is **proactive**: promotes discussion and awareness of agreed sector messaging (beyond individual organisational goals)
- ComVoices is **responsive**: provides leadership and coordination on issues about the sector
- ComVoices **engages**: profiles the sector through building a sense of connection across the sector and with government
- ComVoices is **resourced**: develops an effective and sustainable business model.

### Membership

ComVoices membership is made up of:

- National and regional peak bodies / umbrella groups in the NGO or charitable sector
- National 'branch structure' type organisations in the NGO or charitable sector
- National or regional iwi and kaupapa Māori organisations.

There is a minimum of 15 members with no maximum number.

All members pay an annual membership fee based on the following scale:

Revenue	Annual Fee (inc GST)
\$5m +	\$2,000
\$2m-5m	\$1,000
\$500,000-\$2m	\$500
Up to \$500,000	\$250
Small/Voluntary	\$50

Each member organisation is eligible for 1 vote. Additional donations are welcome but do not indicate additional voting rights.

Membership fees are invoiced annually and due for payment no later than 30 June each year. Late payment of fees may result in membership being revoked.

Members recognise that their fees cover the costs of the ComVoices Activator, engaging external expertise, and annual expenses.

New applications for membership must be agreed by the current members at their next meeting following receipt of the application.

## Roles and Responsibilities

The Chair is elected each year and rotated across the membership to encourage joint ownership. The Chair is responsible for providing oversight of ComVoices, providing guidance to members to ensure ComVoices' annual activities are achieved, and planning the scope and content of meetings and enabling discussion at meetings.

Members are required to participate in the network through attendance and participation at meetings, contribution to decision-making and direction, and active input into activities. Members also commit to keeping their members / branches informed of relevant ComVoices focus / activities. Member contributions of time and in-kind services are a welcome addition to the annual cash contributions.

The ComVoices Activator is engaged to drive the activities and impact of the network in collaboration with the membership. This is the only paid role in the network.

## Meetings and Records

Members are encouraged to attend the regular meetings. Members will endeavour to hold at least one annual face-to-face meeting.

Sub-groups will be allocated with appropriate decision-making and their meetings will be held around specific delegated activities.

Where in-person meetings are not possible or preferable, online meetings will be held.

## Decision making

We are a network who firstly has responsibility and accountability to our members. We aim to reach consensus on our strategic and financial decision-making.

A minimum number of 8 members is considered appropriate for approving decisions and at least 2-week notification of forthcoming meetings to all members is expected. For all other decision making, notification to all members within a reasonable timeframe to respond is expected.

The membership may establish an organising sub-group for special projects. This sub-group shall report to the full membership on a regular basis while operating.

## Resourcing and Budget

All membership fees are to be allocated to the annual budget. A proposed budget is to be finalised at the first meeting in the new financial year.

The costs for the ComVoices Activator role are to be allocated firstly to the annual budget. Additional expenditure is then to be allocated against the remaining funds available.

ComVoices operates a single bank account with a minimum of 3 and maximum of 5 members as signatories for the bank account. Two signatories are required for all payments.

Additional funding will be sought 'as required' for one-off projects.

## Reporting

The ComVoices Activator will draft an annual overview of ComVoices activities which is to be published on the ComVoices website.