

The NZIPP BOARD is the governing body of THE INSTITUTE. The Board's fundamental responsibilities are; to ensure compliance, strategy setting; risk management; operating framework; financial and crisis management; and communication and relationship management.

The Policy and Planning Council is made up of the elected and appointed board members, Honours Chairperson, Honours Council, Executive Director (if there is one appointed) and the Regional Representatives. This Council meets at least once a year to examine and recommend strategies for the coming year making recommendations to the NZIPP BOARD.

One of the major strengths of the NZIPP is its' regional volunteer network. The regional network is split into defined geographical areas within the Realm of New Zealand.

Auckland	Consisting of Auckland and all places North of Auckland
Waikato Bay of Plenty	Consisting of Waikato, King Country, Bay of Plenty and Gisborne
Central Districts	Consisting of Middle and Southern Hawke's Bay, Northern Wairarapa, Wanganui, Manawatu, Horowhenua and Taranaki
Wellington	Consisting of Southern Wairarapa and Wellington
Nelson/Marlborough	Consisting of Nelson and Marlborough
Canterbury/Westland	Consisting of Canterbury and the West Coast
Otago/Southland	Consisting of all of Otago and Southland

Each region has an annually appointed Regional Representative who invites and appoints regional members to form a regional committee that supports and promotes a region's activities and generates membership growth within the region.

GOVERNANCE	OPERATIONAL FRAMEWORK
<b>NZIPP BOARD</b>	
<b>The Policy and Planning Council</b> Regional Representatives are a member of the Council and represents their region at the NZIPP AGM	<b>Regional Representative</b>
	Regional Committee appointed by the Regional Representative for their region

OPERATIONAL FRAMEWORK	REGIONAL FRAMEWORK
<p><b>Regional Representative</b> A member of the Policy and Planning Council and represents their region at the NZIPP AGM</p>	<p><b>Regional Committee</b> Appointed by the Regional Representative for their region to achieve its goals and targets.</p>

After the Regional Election Process, a Regional Representative is voted into the position. The Regional Representative's role is to achieve its goals and targets that have been set either through the Policy and Planning Council or NZIPP BOARD.

An annual budget is prepared by the Regional Representative including a 12 month plan showing proposed regional activity for that financial year. This is presented to the Policy and Planning Council or to the NZIPP BOARD.

Administration areas that need to be covered for each region are as follows:

- **Social media.** through the NZIPP Facebook page;
- **Communications.** through the NZIPP MailChimp system;
- **Finances.** through the NZIPP BNZ system;
- **Email.** through the NZIPP Gmail client;
- **Touring Print Exhibition.** coordination of exhibition;
- **Regional Awards.** coordination of awards;
- **Regional Events.** coordination of events.

Each region is provided member levies for each member based on their place of residence. In special circumstances, a member may apply to the NZIPP BOARD to self-nominate their primary region. These levies are used to run events and activities: within that region; jointly with other regions; or as a nationwide group.

Regional committees may be appointed by the Regional Representative up to a maximum of 12 volunteers. Approval from the NZIPP BOARD in writing can be obtained should this number need to be increased.

Regional committee members can be appointed either annually; or for a certain time limit; or for a special project or event. The Regional Representative has the power to replace, remove or add committee members. Should a committee member need to be removed then this is advised to the NZIPP BOARD in writing.

GOVERNANCE	OPERATIONAL FRAMEWORK
<b>NZIPP BOARD</b>	<p><b>Regional Representative</b> A member of the Policy and Planning Council and represents a region at the NZIPP AGM</p>
	<p>A Regional Representative for each region is annually appointed through the Regional Election Process</p>

The Regional Election Process is run annually to vote for a Regional Representative to coincide with the Policy and Planning Council and NZIPP AGM. The call for nominations and voting, if required, is advised to all members of each region in writing.

NOMINATIONS	VOTING (if required)	ACCEPTANCE	APPOINTMENT
<b>60-90 days prior to NZIPP AGM; or 4-6 weeks for a revote</b>	7 day process by proxy	By NZIPP BOARD and is deemed in operation until officially appointed at NZIPP AGM	At the NZIPP AGM

Each nomination received is vetted by the NZIPP BOARD to check on the person's: financial status; membership status; complaints or disciplinary issues; or for any current or past issues that might affect their appointment.

- a) Once vetted, if there is only one nomination for a Regional Representative, then this nomination is accepted and is deemed in operation until officially appointed at the NZIPP AGM, as per c).
- b) Once vetted, should there be more than one nomination for the Regional Representative position, then a vote is coordinated by proxy and eligible members of that region have 7 days to complete the process. The same acceptance and appointment process applies as per a).
- c) Official acknowledgement of the appointment is made at the NZIPP AGM. Should there be any issues i.e. resignation, between the nomination being accepted and officially acknowledged at the NZIPP AGM, then either a re-vote is coordinated or the NZIPP BOARD appoints a replacement.

Member Criteria	APM	PV	SP	ST	IT
Hold Appointed Positions i.e. Regional Representative	<input checked="" type="checkbox"/>				
Eligible to vote in Regional Elections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

The quorum for any Regional Election shall be 25% of APMs in the region as at the time of nominations. A regional vote may occur by any electronic means that is deemed suitable at the time of voting by the NZIPP BOARD. Should the quorum not be able to be reached:

- (i) At the conclusion of the voting process, then the NZIPP BOARD can ask for a re-vote; ask for further nominations and re-vote; or appoint a Regional Representative from the nominations received.
- (ii) At the beginning of the nomination process, if there isn't a quorum, the NZIPP BOARD would call for nominations and appoint a Regional Representative.