

## <sup>1</sup>MANZ Council Governance and Management Policy

To ensure an efficient, well-organised structure of governance and management is operational and understood by Council, staff, and membership.

1. Rules concerning the officer's actions, functions and power of MANZ Council are specified in the rules of the MANZ Constitution.
2. MANZ Council is responsible for governance of the organisation, establishing and monitoring long-term strategic direction by setting policy and budgets.
3. MANZ Council is responsible for the development, consultation process and delivery of the MANZ Strategic Plan.
4. MANZ Council members are responsible for responding promptly to emails, even if they do not have anything to add. This should be within two working days of all emails being sent unless another time frame is indicated on the email. From time to time, the sender may ask for an immediate response from those able to provide one to help with urgent decisions.
5. MANZ Council members should be available for at least four meetings per year, and be aware that other meetings may be necessary from time to time.
6. Regular attendance is expected at MANZ Council meetings and AGM. If a Council member is unable to attend, either AGM or Council meeting, they must advise the president prior to the meeting.
7. MANZ Council members must be diligent and attend MANZ Council meetings prepared for full and appropriate participation in decision making.

*If a Council member feels that they are not able to meet these commitments a discussion should be had with the president regarding their ongoing viability as a Council member.*

Council members must be either an individual MANZ member or employed by a MANZ member school.

### MANZ Management Team

The MANZ Management Team consists of the President, Treasurer and MANZ Executive Officer.

The Executive Officer may call on the management team rather than the full council for advice and guidance and will be used in sensitive matters or for urgent matters requiring a swift response.

MANZ Management Team cannot make decisions which override the powers of Council.

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<sup>1</sup> Ratified March, 2017

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