

Montessori Aotearoa New Zealand Channels of Communication Policy for MANZ Council and Staff / Kaupapa here ara whakawhitiwhiti kōrero

According to the Constitution, the Kaiwhakahaere matua (Chief Executive) shall be responsible for the efficient and effective management of the Association in consultation with a Management Team. The Kaiwhakahaere matua may also be delegated the functions of Secretary and Treasurer of the Association.

Therefore to ensure that the lines of communication are clear to all Council and staff members the following process is to be followed:

MANZ Council members and staff recognise that only the President|Tumuaki or Kaiwhakahaere matua can act as official spokespersons for MANZ. Therefore, Council members and staff are not authorised to speak on behalf of MANZ unless approved to do so by Tumuaki or Kaiwhakahaere matua.

All Council members need to be aware that any comments they make may be deemed to be them speaking on behalf of MANZ so caution should be exercised.

Council

All communication from Council to MANZ staff will be communicated through the Kaiwhakahaere matua.

Any concerns a Council member has is to be discussed, in the first instance, with the Tumuaki. The Tumuaki will assist with resolving the concerns with all parties concerned.

Staff

Communication from staff to Council members will be communicated through the Kaiwhakahaere matua.

Any concerns a staff member has is to be discussed in the first instance with the Kaiwhakahaere matua. If the staff member is dissatisfied after the meeting, the staff member may discuss with the Staff Liaison Officer. The Staff Liaison Officer will assist with resolving the conflict with all parties concerned. The Tumuaki will be made aware of all concerns.

Any concerns the Kaiwhakahaere matua has, in the first instance, will be discussed with the staff member. If concerns still continue the Kaiwhakahaere matua will discuss with the Tumuaki with the possibility of the Staff Liaison Officer being involved.

The process for resolving any employment issues is outlined in individual staff contracts.