

## Montessori Aotearoa New Zealand Council Governance and Management Policy / Kaupapa here Mana Whakahaere

To ensure an efficient, well-organised structure of governance and management is operational and understood by Council, staff, and membership. Rules concerning the actions, functions and power of Montessori Aotearoa New Zealand (MANZ) Council and the Chief Executive | Kaiwhakahaere matua are specified in the rules of the MANZ Constitution.

### MANZ Council Members

- adhere to and honour Te Tiriti o Waitangi.
- must be either an individual MANZ member or employed by a MANZ member school.
- are responsible for the governance of the organisation, establishing and monitoring long-term strategic direction, writing and reviewing policies and budgets.  
<https://www.nzsta.org.nz/assets/Governance/Effective-governance-publications-and-resources/How-boards-work.pdf>
- are responsible for the development, consultation process and delivery of the MANZ Strategic Plan.
- must respond 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.
- should be available for at least four hui per year, and be aware that other meetings may be necessary from time to time on line or face-to-face.
- must be diligent and attend MANZ Council meetings prepared for full and appropriate participation in decision making.

Regular attendance is expected at MANZ Council meetings and the AGM. If a Council member is unable to attend, either the AGM | Hui ā-tau or the Council meeting, they must advise the president prior to the meeting.

If a Council member is not able to meet all the commitments raised above a discussion should be had with the Tumuaki and Kaiwhakahaere matua regarding their ongoing viability as a Council member with an outcome decision determined thereafter.

### MANZ Management Team

The MANZ Management Team consists of the Tumuaki, Treasurer and MANZ Kaiwhakahaere matua and/or a nominated member of the Council.

The Kaiwhakahaere matua may call on some, or all of 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.