

# Expectations of Members



## Time commitment

The New Zealand Conservation Authority (NZCA) meets six times a year. These meetings generally take two days, depending on the amount of business on hand. In addition, there may be field trips or inspections once or twice a year, each requiring an additional day (see separate information sheet on this topic).

The conservation boards generally meet up to 5 times per year for a day on each occasion. They also may have field trips or inspections to assist them understand the challenges of conservation management.

Both the NZCA and boards may have committees which meet to discuss particular issues between regular meetings.

## Attendance at NZCA/board meetings

Members are expected to attend the meetings of the whole NZCA/board unless there is another unavoidable commitment, in which case apologies must be given to the chairperson or servicing staff with as much advance notice as possible. Meeting dates are usually set well ahead, after consultation with members to try and find a day that suits everyone. Meetings often take place according to a regular pattern. Members are then asked to keep these days free from other engagements if at all possible. Members are also asked to arrive on time for the start of meetings. This ensures that quorums are achieved and a meeting is not abandoned at the last minute, which causes inconvenience to those who keep to the agreed schedule.

## Committees

Where members have committed to membership of a committee, attendance is expected. Once again, the dates of meetings will be selected after consultation to try to find a day that suits everyone. Committee meetings do not always require the physical presence of all members at the same venue, as teleconferencing may occasionally be appropriate. Email is also commonly used. Committee members may be asked to draft submissions and/or letters with support from servicing staff.

## Holidays and sabbaticals

If members are going to be away on holiday, especially where this is for an extended period (more than one week), they should tell their servicing staff and, if necessary, get leave of absence from the NZCA/board. If an absence is for a period of more than two meetings, a member should consider whether, for the better functioning of the board, they need to resign.

NEW ZEALAND

CONSERVATION AUTHORITY  
TE POU ATAWHAI TAIAO O AOTEAROA

Department of  
Conservation  
*Te Papa Atawhai*

Members standing for Parliament are expected to stand down from the NZCA/board during the pre-election period and resign if elected to Parliament.

## Preparation

In preparation for meetings, members are expected to have read their NZCA/board papers and given some thought to the matters to be discussed. They may also find it useful to discuss the topics with friends and associates to help them form a view or articulate various viewpoints at the meeting. Members are also asked to respond promptly to requests from their servicing staff and to seek clarification from them where necessary. This enables servicing staff to deliver a better service to the NZCA/board.

## Participation

At meetings, all members are expected to participate in discussions, listen carefully, show respect for the views of others, keep an open mind and work together with other members to reach board decisions. (See also the information sheet on the role of boards and board members.)

Once a decision is reached by the NZCA/board, that decision has to be respected, even if a minority of individual members disagree with it.

Field trips provide valuable insights but they are resource hungry to arrange and support. Before a board decides to undertake a field trip or inspection, a commitment should be obtained from the majority of members to participate.

## Advocacy

Some boards ask members to report to each meeting on any activities they have undertaken since the last meeting to pursue their conservation interests, or advocate for good conservation outcomes.

Members may also be asked to represent the board in a public forum and advocate for the role and interests of the board.