

The Theosophical Society in New Zealand Inc.

20 May 2021

Please find enclosed the information required regarding the nomination of candidates for the position of the National Vice President. Over the next several pages you will find the following information:

1. Some background information on the role and responsibility of the National Vice President and requirements for nomination.
2. Nomination Form to be filled out for a candidate. This requires the name and acceptance of the candidate (nominee) and the names and signatures of 5 proposers. Each proposer has to be a current financial member of The Theosophical Society in New Zealand Inc, and have been so for the past 3 years i.e. a financial member from at least 30 September 2018.
3. Candidate Statement – this form must be completed by the candidate giving the required information as stated in Bylaw 1[e]. The information must fit on one A4 page, so cannot extend to a second page and will be sent out with the ballot papers to the voters. Note that the layout makes it easier for voters to scan for relevant information.

A Microsoft Word version of this template is available on the website or can be sent by email to a candidate for them to fill out.

All the information must be received, including the fully completed Candidate Statement by 4pm on Thursday 30 September 2021.

Returning Officer.

Email: office@theosophy.org.nz

Phone: (09) 523-1797. 9am to 5pm Monday to Friday

Nomination Process for National Vice President

The National Vice President's term is for one year. Nominations are now open for this position. You are asked to consider and put forward the names of any members, with their permission, who you believe have the required skills to serve in this capacity.

Who can stand for the position of National Vice President?

A proven Internal History of Service and Commitment to the Theosophical Society as outlined below:

1. A minimum of 5 consecutive years as a financial member of the New Zealand Section
2. Must have experience of service in the New Zealand Section in at least one of following roles
 - a. One term as a Governance Board member
 - b. A branch President for two years
 - c. A branch committee member for three years
3. Skills and qualifications required:
 - Deep understanding of Theosophy
 - Leadership
4. Further skills in at least three of these areas:
 - Strategy and Planning
 - Governance
 - Operations
 - Property
 - Finance
 - Legal

Candidates for the Role of National Vice President

Any candidate who puts themselves forward for a position as National Vice President of the Society is to meet with the Governance Board Chair and the Current National President *before putting in a nomination* to ensure they have the skills required and a clear understanding of the role.

Who is able to nominate someone as the National Vice President?

Any member in good standing for not less than 3 consecutive years (from 30 September 2018 or earlier) may nominate themselves or nominate another member. Every nomination for the role of National Vice President must include the name and signature of five (5) proposers who have been members of the Society in good standing for not less than 3 consecutive years (from 30 September 2018 or earlier). The names of proposers will not appear on the ballot paper.

What is the National Vice President responsible for?

The National Vice President works together with the National President and are responsible for:

1. The daily administration of the Society's activities under the authority of the Governance Board.
2. To work with and support the National President in the work of the Society.
3. Responsible for implementation of the Society's Strategic Plan under the National President.
4. Representation of the membership.

Role of the National Vice President

1. To represent the National Section on the Governance Board.
2. To sit as a member of the Governance Board.
3. To attend all Management meetings.
4. To stand in for the National President when they are not available.
5. To assist in overseeing the day to day running of the National Section office.
6. To work with the National President to employ and manage staff, including volunteers.
7. Assist in coordinating the events of the National Section.
8. To be a members' representative.

What skills are required of the National Vice President?

The current policy for *The Roles and Responsibilities* covers skills that are required by the National Vice President. These include:

- Leadership skills.
- Ability to set policies, goals and objectives, and targets.
- Ability to communicate with members and branches
- Ability to implement the Society's strategy in conjunction with the National President.
- Ability to monitor policies and evaluate their effectiveness.
- Ability to understand financial reports and setting of budgets.
- Ability to foster effective relationships between the Society and its various working groups and forums.
- An awareness of current legislation around procedures and processes.
- To have legal and legislative awareness.

What is the time commitment?

The National Vice President is a 4 or 5 day a week role, as agreed with the National President. The role includes working weekends to attend meetings and events hosted by the NZ Section with the position based in Auckland.

Is there a Salary with the role of National Vice President?

The role has a salary attached to it with the successful candidate required to sign an employment contract and reports to the National President. The salary will allow the person selected for the role to pay for their accommodation in Auckland and other expenses. If you would like more details on this please contact the National President at National Section Office.

What is the term for a National Vice President?

The term is for one year.

When does the term begin?

The one year term for a new National Vice President begins after the conclusion of The Theosophical Society in New Zealand Inc. AGM.

What information is required with each nomination?

Along with their nomination candidates are to provide one A4 page giving a short statement of their background which includes:

1. A summary of what they bring to the position, including
 - a. a brief visionary statement,
 - b. previous experience and any relevant direct experience in leadership, finance, governance, strategy and policy development or similar leadership and business skills that will support the role.
2. A photo.

These details will be included with the ballot paper.

When do Nominations Close?

Nominations must be made on the enclosed form and must reach the Returning Officer at 18 Belvedere Street, Epsom, Auckland 1051 by 4.00pm on Thursday 30 September 2021.

The Theosophical Society in New Zealand Incorporated

Nomination Form for National Vice President

Name of Nominee for National Vice President:

Signature of Nominee accepting nomination:

(All nominees and proposers must have been members in good standing of The Theosophical Society in New Zealand Inc. for a minimum of 36 consecutive months)

	<u>Name</u>	<u>Signature</u>
Proposer 1
Proposer 2
Proposer 3
Proposer 4
Proposer 5

The Nominee is responsible for providing the following information. Please circle

1. One A4 page with a short statement of the Nominee's background which includes a summary of what they bring to the position, a brief visionary statement, previous experience and any relevant experience in leadership, finance, governance, strategy and policy development or similar leadership and business skills. Yes / No

2. A passport type photograph of the Nominee Yes / No

3. The nominee has met with the Governance Board Chair and current National President as per bylaw 1.2.4 Yes / No

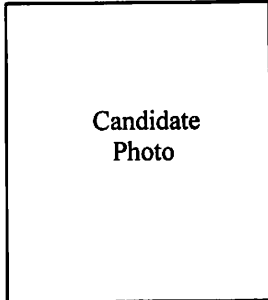
Note: Nominations are not valid unless the above information is received by the closing date, 4pm on 30 September 2021 and 5 members in good standing for 3 or more years have proposed the nominee. Separate forms may be sent in from proposers

Please return this form **by 4pm on Thursday 30 September 2021** to:

Returning Officer
The Theosophical Society of New Zealand Inc.
18 Belvedere Street
Epsom
Auckland 1051.

Candidate Statement

Please include the following information, on one A4 sheet, as required by the Bylaw 1[e] so voters have a clear understanding of your background, vision and experience for the position of National Vice President.



/Candidate's Name:

Biographical information:

Vision Statement:

Previous Experience in the following areas:

1. Leadership:
2. Finance:
3. Governance:
4. Strategy:
5. Policy Development:
6. Other Relevant Business Skill