



60s Up Movement of New Zealand (Inc)

Branch Information Guide

June 2023

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Introduction

The purpose of these Branch Guidelines is to give ideas and direction to those who find themselves elected to the Branch Committee without having had any previous experience.

Guidelines are recommendations that guide for “Best Practice” and behaviours, whereas the Rules are lawful and permanent guidelines that Branches must follow according to organisational policies. (Constitution)

As an Incorporated Society, we do need to satisfy certain criteria that are in the Incorporated Societies Act 2022. This guide refers to such matters. There are also some useful pointers for the President, the Secretary and the Treasurer.

The Executive would emphasise however that this booklet is only a guideline and Branches are free to make their own way while working within the Rules of the 60s Up Movement.

The Branch is provided with two (2) copies and it is suggested that the President retain one copy and the Secretary the other. These guidelines and a copy of the Rules should be taken, by the Secretary, to all meetings.

When new members join the Committee, it is the Secretary’s job to draw their attention to the Rules and these Guidelines.

A retiring Committee should ensure that these guidelines, the Rules and the Treasurer’s Guide are passed to the incoming Committee.

Thanks to all those who are willing to put themselves forward for Branch Committee around the country. Without your dedication there would not be a 60s Up Movement.

Profile

The 60s Up Movement was set up in 1982 to represent the interests of, and encourage the older person to maintain a fulfilling lifestyle.

It was started to fill a perceived void in the composition of the country, for, at that time there was no National body speaking out on behalf of older citizens. Those who were speaking out for the older person were largely younger people and they were deciding what older people needed.

The 60s Up Movement contested, and still contests, that approach. The Movement's philosophy is that older people are well able to carry on deciding and speaking for themselves.

The Movement is completely free of any affiliation or association with political parties, religious groups or trade unions and prides itself on its independence, which is written into its formal Constitution. **(Rule 4)**

Our approach has always been to develop activities that will encourage older people to keep themselves active and in touch with society. The emphasis in most Branches has moved towards providing opportunities for members to meet other people and socialise together.

Objectives

The principal objective of the Movement shall be to foster within the general community, respect for older people and supports for their needs and interests. **(Rule 3)**

How the Movement is Organised

The 60s Up Movement of New Zealand is a society incorporated under the Incorporated Societies Act 1908. The Incorporated Societies Act 2022 (the new Act) was passed on 5th April 2022. There is a transition period to allow societies to become familiar with and prepare for any changes.

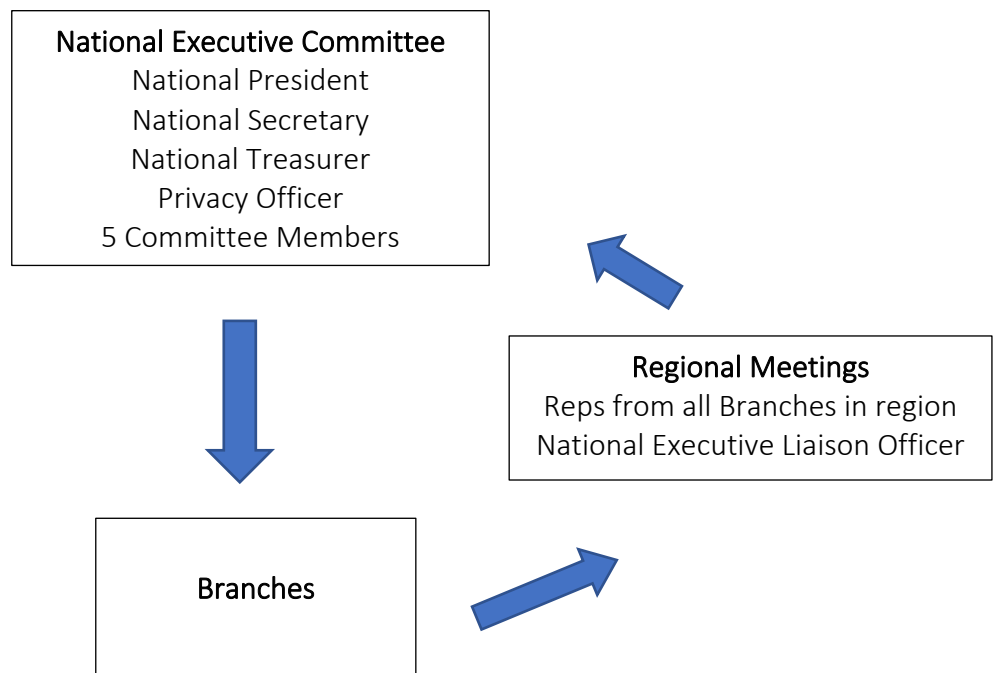
As an Incorporated Society, Executive and Branches have legal obligations, especially with keeping accurate financial records and Committee meeting minutes.

The National Executive is registered as a Charitable entity under the Charities Act 2005, and as such, the Executive have legal obligations similar to those under the Incorporated Societies Act.

The day to day affairs of the Movement are undertaken by a National Executive under the direction of the Annual General Meeting.

Regional meetings are held throughout the country at regular intervals. The purpose of these Regional meetings is to encourage Branches to come together with ideas and share information. Regional meetings are also an avenue to question, and/or feed back to the National Executive, through the National Liaison Officer for that Region.

Autonomous Branches (not clubs) are formed by interested persons under the umbrella of the National Body. Each Branch elects its own committee and decides its own programme of meetings and activities. While autonomous, Branches are required to operate by the Rules of the Movement.



Dual Membership is allowed by **Rule 6 (d)**. Where members join more than one Branch they shall:

1. Pay Branch and National Subscription to their Home Branch only
2. Pay only Branch subscription to other Branches
3. Dual members have full membership voting rights on Branch matters
4. Voting on National matters shall be at the Home Branch only

The Typical Branch

A typical Branch will:

- Hold regular meetings for all members with guest speakers and/or entertainment (Lotto grant can be used to pay Speaker / Entertainer)
- Organise interest group activities e.g. crafts, board games, walks, bowls, keep fit, cards, petanque, debating etc
- Take trips to places of interest, theatres, movies, cultural events (Lotto grant for bus and/or entry)
- Have overnight trips to other parts of the country
- Assist with community projects – many Branches have charities they support

- Exchange ideas and newsletters with other Branches
- Visit and host other Branches
- Have representatives attend regional meetings (travel expenses paid by Executive)
- Promote itself through suburban newspapers in the local community and more widely through the website – www.60supmovement.org.nz

Lotto funding

Branches may apply for Lotto funding through the National Executive on an annual basis. The National Treasurer will notify Branches when it is time to apply. The demand for funding is usually much higher than the amount of money available for each funding round.

Lotto funding can be used for the following:

- Activities (includes member excursions, coach and venue hire, speakers etc.)
- Conference attendance
- Administration
- Venue hire

Branches that hold a high amount of money and assets (amount to be communicated each year) will not be able to apply for funding.

Branch President Guidelines

The President is the principle leader of the Branch and has overall responsibility for the administration.

The President sets the overall annual committee plan (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings at Committee and Branch levels by:

- Controlling the meeting using tact and common-sense
- Remaining impartial
- Stopping irrelevant chatter
- Ensuring decisions are reached **formally** and recorded **accurately**
 1. Ensure motions are put clearly and have a seconder, if no seconder the motion lapses
 2. Once seconded open the motion for discussion
 3. The President decides who will speak from the floor and should attempt to get different opinions
 4. At the end of the discussion repeat the motion
 5. Call for those in favour to say “Aye” or raise a hand
 6. Call for those against to say “No” or raise a hand
 7. Declare the result
 8. Never let a meeting just “peter out”

At Committee Meetings

- President chairs the meeting
- Held monthly at a suitable venue that suits most Committee members
- Quorum consists of half the Committee members plus one – otherwise postpone
- Agenda should be prepared in consultation with the Secretary. A typical agenda would take this form:
 1. Call for apologies
 2. Minutes of previous meeting presented, accepted, signed and dated
 3. Matters arising from the minutes
 4. Correspondence – inward received, outward endorsed
 5. Treasurer's report presented and adopted (Copy goes into the minutes)
 6. Accounts are passed for payment or those already paid are ratified
 7. Important items from last Executive meeting are presented and discussed
 8. Report from Regional meeting
 9. Reports from Committee members on their area of responsibility
 10. General business
- Acceptance of the Minutes, correspondence, adoption of Treasurer's report and payment of accounts all require formal motions which are clearly recorded in the minutes
- Any other decisions made by the Committee require clear motions accurately recorded

At General Meetings

Some Branches run a very formal meeting while others have agreed to have a less formal approach. Whichever way the Branch decides to run its meetings it is essential that an agenda is prepared beforehand.

- Remember to always welcome members, new members, visitors and the guest speaker / entertainer
- If you adopt a formal meeting then an agenda similar to that for the Committee could be used
- You may wish to include a report from the Committee member responsible for member welfare to announce who is ill, in hospital or any known bereavements
- Convenors of other activities may also wish to speak briefly
- Remember to have someone thank the Guest Speaker / Entertainer(s)

Branch Secretary Guidelines

- Notify Committee members of the time and place of the meeting
- Prepare meeting agenda in consultation with the President
- Keep minutes of Committee meetings
 1. Include a copy of the Treasurer's report and record the accounts for payment
 2. Ensure the full text of motions and remits is recorded accurately

- Keep minutes of Branch meetings
- Receive and record inward correspondence
- Receive and send outward correspondence
- Have the “Rules” and “Branch Guidelines” available at Committee and Branch meetings

Branch Treasurer Guidelines

The Treasurer’s job is money – other people’s money. Accounting for this money must not only be correct, it must be seen to be correct.

The main duties of the Branch Treasurer are:

- Collect and receipt Annual Subscription
- Forward National Annual Subscription once a month for the first 3 months, thereafter as necessary, making sure this is paid up immediately prior to the National AGM.

(The written receipt books system is to be phased out and a Data Base list of paid members replaces it in Branches where it is practicable to do so. Branches who still want to use the Receipt Book System may still do so. The Branch Treasurer will record all members' payments on the list and when the affiliation fees are paid will send list via email or post to The National Treasurer and also The Privacy Officer. Each Data Base list will have Names, Addresses & any Life Members recorded in alphabetical order).

- Collect and receipt other monies as required by the Branch Committee
- Account for all monies received
- Pay such accounts as may be approved by the Branch Committee
- Keep accurate records of receipts and payments
- Maintain the bank account records and reconcile monthly
- Account for any Branch investments
- Prepare and present to the Branch Committee, a monthly report showing the current financial position including receipts and payment summaries
- Prepare the annual accounts, which must be from April 1st to 31st March each year for:
 1. The financial review by a suitably qualified person
 2. Presentation to the Branch Annual General Meeting
- Any other duties as may be agreed with the Branch Committee

Branch Annual General Meetings

- As an Incorporated body the 60s Up Movement are bound to meet certain minimum requirements
- Rule 16 refers to the requirements for Branch Annual General Meetings

The Agenda should include

1. Apologies
2. Minutes of previous AGM
3. Matters arising from the minutes
4. Presidents report
5. Financial report
6. Election of Officers
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Committee (minimum 5)
 - f) Suitably qualified person to review annual accounts
7. General Business
 - The Secretary should call for written nominations for the positions prior to the meeting (see sample nomination form below)
 - Nominations from the floor can be accepted where there are no written nominations
 - If the President is standing for re-election then he/she should ask someone else to take the chair until the election of the President is completed
 - For all positions the President should declare the nominee(s) elected subject to the approval of the meeting



60s Up.....Branch
Annual General Meeting 20..

I wish to nominate _____

For the position of _____

Proposer _____

Secunder _____

Signature of Nominee _____

Website

The 60s Up Movement of New Zealand (Inc) website is here. www.60supmovement.org.nz
Branches can access their own page to edit information and add newsletters and content to the site.

Each Branch will nominate a Member who is willing to look after the Branch page details. This person will need to fill out the new user form to gain access.

To update Branch details you need to be logged in to the website, you will know you are logged in if you can see the Branch resources page in the banner along the top of the Home page.

There are videos on the site showing you how to update Branch contact details and adding a newsletter to the site.

It is important that each Branch page be kept up to date, if there are changes to Officers and they are not up-dated your Branch may miss receiving important information.

Branch Activities

There is no limit to Branch activities. With an enthusiastic Committee, the sky is the limit. Below are a few suggestions:

Monthly Meetings

These are the foundation of a successful Branch and should include time for the following:

- Information on what is happening and where
- Speaker or entertainment
- Socialising, signing up for trips, patronising the donation table etc.
- Members ideas and suggestions

It is important to ***be flexible*** – it is very easy to get into a rut.

Discussion Group

All sorts of issues can be raised and investigated. Topics need to be interesting and don't forget the male members. Suggest topics of interest to all.

Trips/Outings

One dedicated person can plan the programme. Many different options are available – eating out, visits, theatre, shows, bus trips.....although city and rural areas may differ. Ask members what they like; read other Branch newsletters for ideas.

Activities

Rambles, walking, serious tramps, indoor bowls, petanque, Painting, crafts, cards, board games, table tennis, BBQ's, pot luck lunches or picnics. Where possible exchange ideas with other Branches. Try "brainstorming" at your own Branch meeting.

Community Involvement

Each community is different but there are many ways we can support and offer help. We should be seen as a participating, positive section of our community.

Educational

Continuing education is flexible and available to groups such as ours. Liaise with your local college, polytechnic or university but do it early in the year.

Suggestions for Speakers

Good health by medical professionals
Income support
Power Board, good tips on power savings
Department of Conservation
Local Council
Gardening experts
Travel talks
Family trusts
Powers of Attorney, wills
Museum Curator
St John – CPR etc
Travel Agents
Active groups from the community
Fire Service
Civil Defence
Pharmacist
Flower Arranging
Banking services
Police – security
SPCA
Self-defence for the elderly
Rescue Helicopter
Sensible Sentencing Trust
Optometrist – eye health
Hearing Association
Defensive Driving
Tenants in common versus joint ownership
Genealogy

Many of your own members can probably tell some wonderful tales. It is amazing the things you can hear and learn as well as enjoy at a good Branch meeting.