

GOVIS Management Committee - Standing Agreements as at March 2005

Overview

What are standing agreements?

Standing agreements are decisions that

- are not incorporated in the GOVIS constitution,
- are used as a basis for governing GOVIS
- can be amended by the Management Committee as required.

Maintenance of this document

The Secretary of GOVIS maintains the standing agreements document. Changes to this document will be ratified at meetings of the GOVIS Management Committee. A copy is to be maintained on the GOVIS website and linked to the Constitution.

The Standing Agreements

Standing agreements on GOVIS lunchtime forums

1. "A Forum coordinator is authorised to spend on catering up to \$15/head, to a maximum of \$1,000 per event (GST excl.)"ⁱ
2. "A Forum coordinator is authorised for expenditure up to \$500 for venue hire"ⁱⁱ
3. "Invitations should clearly indicate the availability or otherwise of a lite lunch. Invoices for catering are to be addressed to GOVIS PO Box 5592 Wellington stating the date and name of the forum and number of attendees. No alcohol is to be supplied."ⁱⁱⁱ

Standing agreements for running the GOVIS Management Committee

4. "Papers for committee meetings will be distributed at least 2 days before the meeting, or deferred until next meeting"^{iv}
5. "A meetings and events calendar should be distributed with all minutes in future."^v

Getting help with running GOVIS

6. "The Chair of a GOVIS sub-committee can approve non-GOVIS people volunteering to serve on the sub-committee, subject to the agreement of the GOVIS Committee of Management"^{vi}
7. "Where non-GOVIS people agree to perform specific services for GOVIS, the expected practice is that the person/s will be contracted on a time and materials basis for the expected deliverables."^{vii}

8. “The Management Committee may approve an honorarium or payment to recognise the contribution made by non-GOVIS volunteers.”^{viii}

GOVIS conference

9. “GOVIS Conference should be held every two years after May 2005.”^{ix}

10. “A report from Conference committee should be presented at each meeting of the GOVIS Management Committee”^x

GOVIS fees

11. “Subscriptions have been set at \$200 or less since GOVIS inauguration in about 1992. The fee is deliberately modest to ensure that money is not an impediment to membership, especially for departments that may have limited discretionary budgets.”^{xi}

GOVIS events credited for professional recognition

13. “Records of attendance (for recognition of professional development e.g. NZCS) will be supplied on an on-demand basis. Forum coordinators can issue an attendance slip on request, to verify attendance.”^{xii}

GOVIS Listservs

14. Disclaimer wording “Opinions expressed in GOVIS lists are those of the email author not necessarily those of any organisation. GOVIS lists are not used to express official policy or comment.”^{xiii}

ⁱ Agreed at the GMC meeting 24 September 2004

ⁱⁱ Agreed at the GMC meeting 24 September 2004

ⁱⁱⁱ Agreed at the GMC meeting 9 April 2003

^{iv} Agreed at the GMC meeting 24 September 2004

^v Agreed at the GMC meeting 12 February 2003

^{vi} Agreed at the GMC meeting 12 May 2004

^{vii} Agreed by email with GMC 10 May 2004

^{viii} Agreed by email with GMC 10 May 2004

^{ix} Agreed at GMC meeting 11 February 2004

^x Agreed at GMC meeting 13 February 2002

^{xi} Noted by Treasurer at GMC meeting on Fees 10 July 2002

^{xii} Agreed at GMC meeting 10 February 2005

^{xiii} Noted at GMC meeting 14 November 2001