

# **WIFT NEW ZEALAND PROPOSAL DOCUMENT**

## **Proposal**

That WIFT Wellington and WIFT Auckland be merged to create a new legal and structural entity to be known as WIFT New Zealand, which will continue and grow the activities of both organisations.

## **Rationale**

To maximise benefits to the members of WIFT Wellington and WIFT Auckland by:

- Strengthening credibility and viability
- Rationalising costs
- Streamlining administration processes
- Increasing event activity, whilst continuing to meet regional needs
- Encouraging closer communication and creating a unified voice

## **Aims of WIFT NZ**

To provide an industry support group for women working across all screen industries.

## **Mission Statement**

WIFT NZ is dedicated to the advancement of women working across the film, television and digital media industries, delivering a programme of accessible, affordable and effective workshops, events and endeavours which develop women's participation, recognise their achievements and grow the industry.

## **Vision**

To be a respected part of a thriving industry with women at the forefront of creative leadership across all media.

## **Objectives**

WIFT NZ is established to recognise and support the interests of women in their creative endeavours across all moving image media, and to contribute to the development of the sector as a whole through:

- Event delivery
- Professional development
- Advocacy, representation and support
- Networking
- Celebrating the achievements of women in the industry
- Fostering dialogue and engagement with other industry organisations

## **Structure, Responsibilities and Associated Changes**

### **Life Members**

WIFT NZ inaugural life members to include Philippa Boyens, Ramai Hayward, Robin Laing and Fiona Milburn. Akld Governance Board have discretion to make one further inaugural nomination.

Future life memberships to be the responsibility of the WIFT NZ National Board.

The WIFT Auckland honorary board will be dis-established. Senior industry women from across the country, including former honorary board members, will continue to be touchstones, consultants and supporters to WIFT NZ.

### **National Board**

National Board of 7 members:

- 2 designated Auckland representatives
- 2 designated Wellington representatives
- 1 South Island representative
- 2 general members, location not relevant

Quorum is five members.

Board membership should be based on industry and leadership knowledge, experience and strategic skills.

Board includes:

President	Position can be held for a maximum of two years
2 x Vice-Presidents	Annual appointment with no time limit on representation
1 x Treasurer	Annual appointment with no time limit on representation
1 x WIFTI Rep	Two yearly appointment (recommended that 09-10 rep be from outside Auckland)

Auckland and Wellington must have at least one representative each at the VP/President level i.e. if President is from Auckland, at least one VP must be from Wellington, and vice versa.

The immediate past-president becomes an ex-officio member of the Board i.e. does not attend meetings but is available for advice and support.

Legal position of Secretary to be held by the Executive Director, or another person nominated by the Board, but not necessarily a Board member. Minute taking may be allocated by the Secretary to an intern or other person.

Board elections to be conducted by postal/electronic vote. AGMs to be convened to ensure Wellington and Auckland members share access and responsibility.

The Board will meet no less than twice yearly in person; other meetings (six weekly) to be convened via SKYPE.

The Board holds all governance responsibilities including:

- setting strategic objectives;
- ensuring financial viability;
- overseeing the work of the Executive Director and the office;
- representing and articulating the will of the membership;
- promoting the organisation and encouraging new membership.

The President will be the official 'voice' of WIFT in public statements, public comments, submissions etc.

## **Executive Office**

The WIFT NZ office is to be based in Auckland, reviewable after one year, with regular ED visits to Wellington.

## **Resourcing**

### *Staff*

Staffed at current WIFT Auckland staffing levels, being one full-time Executive Director and one part-time administrator (12-16 hours per week).

The Executive Director is responsible for all operational matters and staff. S/he works closely with the President and reports to the Board.

Current Auckland staff to be contracted by new organisation, under employment arrangements to be agreed.

A Wellington contractor may be secured, as required, to assist with event delivery.

### *Wellington Events Committee*

A Wellington events committee will work with the ED on generating event ideas and ensuring delivery.

### *Membership Hubs*

Membership to be encouraged to participate in the direction and activities of the organisation by becoming listed members of hubs in the areas of lobbying, sponsorship, events, and member recruitment. These hubs to generate ideas and proposals for areas of activity, and to be available to work with the office as facilitated by the ED.

## **Membership**

### ***Full Membership \$112.50 (GST incl.)***

*For women working in the industry for two years or more. Card issued.*

*Benefits include eligibility for Board, voting rights at AGM, access to all WIFT events at members' rate, access to all membership discounts, e-news and magazine distribution.*

### ***Friend Membership \$85.00 (GST incl.)***

*For women working in the industry less than two years; women working outside the industry; men; and those living outside the main centres of Akld and Wgtn. Card issued.*

*Benefits include access to WIFT events at members' rates, subject to availability and gender restrictions, access to membership discounts, e-news and magazine distribution.*

### ***Student Membership \$30 (GST incl.)***

*For women and men studying to enter the industry. No card issued.*

*Benefits include e-news and magazine distribution, access to events if space available after full member and friend enrolment.*

### ***Corporate Membership \$285 plus GST (minimum)***

*For companies wishing to support the work of WIFT and their female staff.*

*Benefits include website and magazine acknowledgment as a WIFT supporter, access to advertising at members' rates, the opportunity to gift three (or more) individual memberships to female members of staff.*

## **Financials**

One bank account holder (WIFT NZ), budget and GST number, with centralised financial management.

Budget line for annual Robin Laing Scholarship to be guaranteed.

### **Communications and Branding**

Communications strategy to be devised including:

- rosette logo to be retained as symbol of WIFT NZ;
- Maori byline to be added to organisational title;
- print material details to be amended to reflect new name, office and arrangements;
- websites to be integrated into one site, incorporating cutting edge comms functionality;
- publicity and comms strategy in place for merger.

### **Review**

WIFT Wellington to retain a dormant incorporated society, and associated dormant bank account, until a one year review. If at the time of that review it is the will of the Wellington membership that the partnership should be revoked, WIFT Wellington members can then revert to membership of WIFT Wellington as currently constituted.

### **ESTABLISHMENT DRAFT TIMELINE – SUBJECT TO REVIEW**

<b>ACTION</b>	<b>Due</b>	<b>Person Resp.</b>
Draft Proposal issued to members	15.12.08	AOB
Proposal outlined to stakeholders	12.01.09	AOB
Members' Feedback Due	09.02.09	Members
Final proposal to Boards for approval	16.02.09	AOB
Special AGM called (4 weeks notice)	18.02.09	AOB
Special AGMs	18.03.09	GG/KS

Subject to meeting outcomes, timeline established to complete all necessary steps to devolve WIFT Auckland and WIFT Wellington\*, establish new entity and set date for inaugural AGM of WIFT NZ, and appointment of a new Board.

*\* note that preparatory steps will be completed during ratification process to ensure that organisations are ready to effect change at earliest possible time.*

### **POST RATIFICATION ACTIONS MARCH-JUNE 2009**

<b>ACTION</b>
New entity established and constitution lodged
Call for WIFT NZ Board nominations
Call for inaugural WIFT NZ AGM
Postal ballot completed
AGM Held and Election Results Announced
New Board convened

### **ONE YEAR REVIEW JUNE 2010**

<b>ACTION</b>
Board review of Year One and report submitted to members for AGM discussion
AGM review of year and confirmation to proceed