

## BIANNUAL CONFERENCE

<p><b>INTRODUCTION</b></p>	<p>Te Ao Maramatanga New Zealand College of Mental Health Nurses Inc is committed to ensuring that members are provided with opportunities to either enhance their professional development or to share their knowledge with others.</p> <p>One such forum is a biannual conference that is held every alternate year and is hosted by a selected branch of the College that has an identified organising committee.</p> <p>A College approved Conference Organising Company will assist the organising committee to ensure that the conference is organised and delivered in accordance with the conference guidelines.</p>
<p><b>ASSOCIATED DOCUMENTS</b></p>	<p>Constitution Standards of Practice Strategic Plan Conference guidelines Memorandum of Understanding with Australian College of Mental Health Nurses Conference organising company contract</p>
<p><b>DEFINITIONS</b></p>	<p><u>National Committee</u> – Elected Te Ao Maramatanga committee members in New Zealand and includes elected roles of President, Treasurer, Secretary and appointed role of Registrar (see constitution).</p> <p><u>NZCMHN</u> – Refers to Te Ao Maramatanga New Zealand College of Mental Health Nurses.</p> <p><u>Conference Organising Committee</u> – A group of NZCMHN members from one branch who take responsibility for organising and operating the conference. It will consist of (as elected by the branch members)</p> <ol style="list-style-type: none"> <li>1. Conference Convenor – A member who oversees organising and operation of the conference.</li> <li>2. Maori Caucus – Members representing Maori Caucus, who provide consultation, receive and share information on matters that may affect Maori.</li> <li>3. A treasurer – responsible for ensuring the financial provisions for the conference are established and maintained.</li> </ol>

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	<p><u>Conference Company</u> – A company contracted by NZCMHN to work for the Conference Organising Committee.</p>
<p><b>HOST SELECTION PROCESS</b></p>	<ul style="list-style-type: none"> <li>• Six months prior to each biannual conference the National Committee calls for expressions of interest from branches for the next conference.</li> <li>• Three months prior to each biannual conference the incoming host branch is selected by the national committee after consideration of the following criteria.             <ol style="list-style-type: none"> <li>1. Organising committee named</li> <li>2. Potential sponsorship identified</li> <li>3. Theme described ( uniqueness)</li> <li>4. Venue and date identified</li> </ol> </li> <li>• Two months prior to the each biannual conference the national committee notifies the branch applicants in writing of the outcomes.</li> <li>• The successful host branch is announced at the closing of the current conference and provided with the \$5000 seeding grant.</li> </ul>
<p><b>FINANCIAL</b></p>	<p>The College expects that each conference is prudently managed financially and delivered within budget and that a reasonable profit is made.</p> <p>The College underwrites the conference and therefore will be ultimately responsible for a deficit budget</p> <p>The conference budget is required to be co signed by the Conference convenor and the College president</p> <p>Financial updates will be included in the regular conference reports to the national committee from the convenor</p> <p>The College will provide a \$5000 seeding grant which will be repaid to the College.</p> <p>The following expenses are to be paid for by the College:</p> <ul style="list-style-type: none"> <li>• All agreed national committee expenses</li> <li>• Fellowship ceremony</li> <li>• Cost for transportation of Taranga</li> <li>• All agreed cost for the College Patron to attend</li> </ul>

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<b>REPORTING REQUIREMENTS</b>	The conference convenor is required to provide written reports on the progress of the conference organisation every 3 months or when requested by National Committee.
<b>FELLOWSHIP</b>	The fellowship ceremony will be held at the conference and this ceremony will managed by the vice president in consultation with the conference convenor
<b>MAORI</b>	All conferences will be held in accordance with the guidance provided by the Maori Caucus
<b>TARANGA</b>	Taranga will be handed over from the host of the previous conference to the host of the next conference and this process will be managed by Maori caucus in consultation with the respective conference convenors.
<b>COLLEGE MEETINGS</b>	The AGM will be held at the conference The National committee may/will meet face to face either prior to or following the conference The Boards: education, research, practice will meet as required at conference. Maori Caucus will meet as required at conference.
<b>MEDIA &amp; COMMUNICATION</b>	All communications about the conference must be approved by the College president  The college logo may be used but may not be altered unless approved by the national committee  All correspondence originating from Conference Organising Committee that represents NZCMHN must be on approved letterhead (electronic copies available from College Administrator).
<b>CONFERENCE GUIDELINES (CURRENTLY UNDER DEVELOPMENT)</b>	The organising committee will be provided with a copy of conference guidelines to assist them in the delivering the conference

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<b>SUPPORT AND SUCCESSION PLANNING</b>	Succession planning will be a key role of the Conference Convenor, someone who can pass on knowledge, experience and timelines to incoming/future convenors.
<b>CONFERENCE COMMITTEE</b>	Must be paid college members and are therefore expected to abide by the constitution and Standards of Practice. There shall be no more than nine committee members Convenor Treasurer Maori Caucus Consumer + 5 others
<b>ACMHN</b>	The Australian College president and executive officer (or delegates) conference costs and dinner are paid for by the national committee.  NZCMHN and ACMHN have a reciprocal agreement to advertise each others conferences in conference bags.
<b>INVITED GUESTS TO OPENING</b>	The following positions will be offered and invitation to each conference <ul style="list-style-type: none"> <li>• Minister of Health</li> <li>• Chief nurse advisor</li> <li>• CEO Nursing Council</li> <li>• Mental Health Directorate representative</li> </ul>
<b>CONSUMER</b>	The Conference Organising Committee will recognise mental health nurse's work in partnership with consumers. Consumer involvement and participation will be the responsibility of the organising committee.
<b>CONFERENCE FEES</b>	Reduced rates for students/ consumers Cost rates for national committee & patron Conference committee to be costed into the budget Non members Te Ao Maramatanga Members ANZCMHN members
<b>THEME</b>	The theme of the conference will be developed by the host committee and approved by the national committee. Consideration must be given to ensuring that the theme unique and not similar to other conferences.

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<b>CONFERENCE DATES</b>	All conference dates will be approved by the National committee and will not be held within two months of the Australian College of Mental Health Nurses conference.
<b>CONFERENCE COMPANIES</b>	The National Committee will contract with a Conference Company to deliver the biannual conferences. Optimum support is provided by the Conference Company to the conference committee to enable them to deliver a high quality conference for members.