



## KERIKERI CRUISING CLUB INC.

346 Opito Bay Road, R D 1, Kerikeri

Phone: (09) 407 9434

Email: [info@kerikericruisingclub.org.nz](mailto:info@kerikericruisingclub.org.nz)

### Kerikeri Cruising Club General Committee guidelines for meetings and conduct

Welcome to the Club's General Committee, thank you for volunteering to help run your club.

The general committee provides governance to the club's financial and structural requirements. We try to maintain the club's purpose as stated in the constitution and to be financially responsible in its management as well as being the over-arching conduit for the organisation.

As a member of the committee, whilst attending meetings you will be required to ask and answer questions and to vote to either support or oppose proposals. It is one point of being a member of the committee that we are there to support the club. As a club committee we achieve decisions by a majority vote; if a vote goes against your opinion, we are all required to respect the decision and to comply with the approved resolution.

The previous meeting minutes and the agenda for the next meeting, along with the financial statement, the list of invoices to pay, the sub committees minutes and any other relevant communications or papers will be circulated via email about one week before the scheduled meeting.

If you wish to raise an issue or have a proposal to make, try to get the information to the club's administration before the agenda goes out. Or, if it's in reaction to some content of the distributed materials then as soon as possible. Items of discussion or proposal are not to be tabled without notice.

If you have any financial interest or are representing a third party in some regard in any resolution or discussion, you must declare your interest and possibly abstain from the vote.

We as members of the executive committee need to be aware of "doing the right thing" within the club, for example complying with the parking plan, not using the grid to clean your hull, or leaving the trolleys on the marina. During interactions with members and staff be a bit more aware of the content and appropriateness of your conversation and conduct.

Profane, discriminatory, or insulting language will not be tolerated.

Please voice your opinion and ask questions.

Suggestions are always welcome and sometimes some effort is needed to get your point across as established ways can be a bit too comfortable.

Please enjoy your contribution to the club, it is appreciated.

Again, welcome and thank you,