

Updated regional groups of conduct:

Local Representative is Responsible For:

- Organising the meetings, providing members with an agenda no less than two weeks in advance of the meeting
- Ensure meeting minutes include the names of all attendees and guests, that they are recorded, stored and sent to the executive within two weeks of the meeting taking place
- Ensure the meetings are held at a time and place most appropriate for local members without incurring any costs to MHANZ
- Liaison between the group and the executive
- Ensure meetings are run with integrity, in accordance with MHANZ rules and positively reflect MHANZ values
- Ensure only fully paid up and/or legitimate members attend the meeting
- Guest speakers and service/equipment suppliers may be allotted an agreed time slot and leave after their contribution
- Reporting on local group activities to the AGM, either in person or in writing
(N.B. Only executive committee members will be financially supported to attend the AGM)