

# PACE INCORPORATED MANAGEMENT TEAM GUIDELINES

Updated 2014

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*Note: 1. PACE Incorporated may be referred to as PACE throughout this document. They are one and the same organisation.  
2. This document should be reviewed annually by the Management Team following the Annual General Meeting.*

## INTRODUCTION

### Purpose

The purpose of the PACE Guidelines is to articulate guidelines about how PACE conducts its business, monthly meetings and its goals and vision for future PACE Management Teams.

The PACE Guidelines should be read in conjunction with the Rules and Policies where applicable.

### Background

The Guidelines originated from a 2004 survey conducted by the PACE membership Committee. The results of the survey were analysed then reported back to members. The report formed the basis of the PACE Guidelines today.

Subsequent surveys were undertaken in 2010 and 2014 and members had the opportunity to comment on all aspects of PACE. The Guidelines have been updated to incorporate suggestions and recommended changes approved by the Management Team.

### PACE's Vision Statement

**"To positively influence the development and advancement of Professional Assistants to Chief Executives as a profession".**

### PACE will continue to do this by:

(a)	<b>positively influencing the development and advancement of PACE as a profession through:</b>
	<ul style="list-style-type: none"><li>• <b>Networking</b> – <i>exchange of day to day information specific to the role.</i></li><li>• <b>Education</b> –<i>and speakers programmes/lectures.</i></li><li>• <b>Research</b> – <i>creating and advising guidelines and standards.</i></li><li>• <b>Resource</b> – <i>becoming a resource for current data and research applicable to the profession.</i></li></ul>
(b)	<b>ensuring the activities of the organisation are not for the purpose of profit or gain to any member.</b>

## SECTION 1

## Overview

### 1.1 Incorporation Description

***PACE Incorporated (Professional Assistants to Chief Executives) was incorporated under the Incorporated Societies Act 1908 on 9 September 1992. Incorporation number: 548752***

The core function is to advance and influence the development of Professional Assistants to Chief Executives, including networking support and social contact of this like-minded professional group of people. We are responsible for:

- the continued professional development and improvement of Professional Assistants to Chief Executives;
- remaining a non-profit making organisation; and
- the Rules and Policies of PACE Incorporated (held by the Management Team).

*Note: The Companies Office, Incorporated Societies section holds amendments to the PACE Incorporated Rules. It is the responsibility of the PACE Management Team to lodge any updated version of the Rules with the Office of Incorporated Societies at the Companies Office as soon as practicably possible following such amendment.*

### 1.2 PACE Rules

Article 1	Name and Location
Article 2	Aims
Article 3	Membership
Article 4	Fess
Article 5	Organisational Structure
Article 6	General Meetings of Members and Voting
Article 7	Officers
Article 8	Duties of Officers
Article 9	Management Team
Article 10	Member Meetings
Article 11	Finance
Article 12	Dissolution
Article 13	Amendments

*Note: Members have access to the current Rules. The Rules are held on the PACE website. [www.pace.org.nz](http://www.pace.org.nz)*

### 1.3 Office of Incorporated Societies

There is no legal requirement for the policies of PACE to be lodged with the Office of Incorporated Societies.

## SECTION 2 Guidelines and Objectives

### 2.1 PACE Guidelines Development

The PACE Guidelines will provide guidance for the incoming Management Team. These Guidelines should be reviewed annually during September/October following the AGM to update any new policies and once the new Management Team is elected.

### 2.2 Scope of PACE Guidelines

The Guidelines have been developed to:

(a)	<b>to monitor</b> the development of PACE, to retain its members and encourage new membership;
(b)	<b>to offer</b> members a varied, efficient and effective networking base with opportunities for education and research;
(c)	<b>to hold</b> monthly member meetings with speakers on topics such as professional development, educational, technical and social subjects of interest to members;
(d)	<b>to maintain</b> an informative and interesting website not only advertising PACE but to make visitors to the website aware of the aims and objectives of the group and to extend an invitation to visitors to become members.
(e)	<b>to organise</b> workshops based around the professional development requirements of members; and
(f)	<b>to organise</b> research to provide current data for the information and guidance of PACE members.

### 2.3 PACE Guidelines and Objectives

The PACE Guidelines have been implemented as a guidance tool. The Management Team have discretion to amend the objectives without membership consultation. In order to be transparent it is advisable for the Management Team to report any changes at the regular membership meetings.

### 2.4 Income and Expenditure

#### 2.4.1 Income

All income accumulated from membership and sponsorship is to be used for the advancement and education of PACE members. PACE is a non-profit organisation.

#### 2.4.2 Expenditure

All expenditure will be authorised by the Management Team. A full account of income and expenditure must be given to the Management Team at each Management Team meeting.

Only in exceptional circumstances can any two signatories pay out any monies without Management Team authorisation. A full account and rationale to be submitted in writing and to the Management Team meeting following such expenditure.

#### *2.4.3 Audited Annual Accounts*

A copy of the Audited Annual Accounts approved by members at the Annual General Meeting is to be lodged with the Office of Incorporated Societies each year. This should be completed in a timely manner.

## **SECTION 3** **PACE Membership / Programmes**

### **3.1 Monthly Member Meetings**

#### *3.1.1 Regularity*

Monthly meetings are held on the last Tuesday of each month. Email notification is sent to members approximately ten days prior to any event.

- Member meetings are held monthly from February to November. Extra meetings may be organised at the discretion of the Management Team.

#### *3.1.2 Speakers*

Guest speakers should be varied with engaging topics that cover professional development, networking and socially interesting issues throughout the year. The Events Co-ordinator has responsibility for organisation of events and may be assisted by members of the Management Team.

#### *3.1.3 Outline of PACE Meetings*

##### *Evening Meetings*

5.30 – 6.00 pm	Networking/drinks/nibbles
6.00 – 7.00 pm	Guest Speaker
7.00 – 7.30 pm	Conclusion and depart.

##### *Lunchtime Meetings*

12.00-12.15pm	Lunch
12.15-12.45pm	Guest Speaker
12.45-1.00pm	Conclusion and depart

#### *3.1.4 Duties of Management Team*

The Management Team will provide a schedule of monthly meetings, along with a list of speakers for publication to the general membership by the end of January. The list can be deemed a living list and changed as appropriate. It can be found on the PACE website.

### 3.1.5 *Guests*

Members may invite prospective members along to the monthly meetings for a maximum of two meetings.

### 3.1.6 *Attendance*

A name-tag is provided for members at each meeting and should be worn for networking purposes.

### 3.1.7 *Venue*

The venue is decided by the Management Team based on cost, sponsorship/support and ease of distance. Our current host sponsor is The James Cook Grand Chancellor Hotel (James Cook), 147 The Terrace, Wellington.

The host 'arrangement' at the James Cook is:

- No charge for the room hire;
- No charge for the refreshments;
- Nominal wholesale charge for the wines; and
- No charge for whiteboard/screen and lectern.

Note: The Management Team organises a projector when required to avoid a \$250 hire charge.

### 3.1.8 *Refreshments*

The Management Team negotiates refreshments with the James Cook who generally supply the nibbles free of charge by way of sponsorship.

The beverages supplied by the James Cook are at a subsidised rate. PACE members may purchase wine at a cost of \$5.00 per glass. The James Cook Hotel calculates the actual cost of the drinks and then invoices PACE for payment of the difference.

### 3.1.9 *Other Venues*

At the discretion of the Events Co-ordinator and the wider Management Team we may choose to hold functions elsewhere. Typically, a hotel or venue would be approached to showcase their conference/room facilities and would be likely to be at no charge to PACE. This is managed on a case by case basis.

## 3.2 **Special Events/Meetings**

3.2.1 When finances allow, a special event other than the Christmas function, may be arranged by the Management Team during the year.

- 3.2.2 The Management Team, following discussion, will recommend or otherwise if there is to be additional contributions from the membership to assist with costs for additional events.

### **3.3 Annual General Meeting (AGM)**

- 3.3.1 The AGM is usually held each year on the last Tuesday in September. The venue is at the Management Team's discretion.

- 3.3.2 Documents for AGM:

(a) *Membership Renewal Invoices*

Approximately two months prior to the AGM, the Membership Officer sends out the membership renewal invoices. This allows members time to renew their membership to enable them to vote at the AGM.

(b) *Proposals to Amend Rules*

Any proposals to amend the PACE Incorporated Rules must be sent out to all members at least 30 days prior to the AGM.

(c) *Notification of AGM and Proxy Form*

Notification of the AGM and proxy form is sent out 14 days before the AGM. This advises date, time, venue and any additional function (e.g. dinner) and cost. Proxy forms must be provided to the Chair at least 1 day prior to the AGM, and proxies must be financial members of PACE.

Members are also invited to provide any items of General Business in writing to the Chair by a date decided by the Chair. RSVPs are to the person organising the function, by a date required for catering purposes. Details of any payment to the Function Co-ordinator is also included.

(d) *Nomination Forms for Management Team*

Nomination forms for places on the Management Team are sent out 30 days before the AGM, with a covering letter from the Chair advising who is available for re-election, who is resigning, and any positions becoming vacant. Included with the nomination forms are brief position descriptions for the Chair, Treasurer, Secretary, Membership Co-ordinator and four other team members. Management Team nominations require a proposer, seconder, and the signature of the person being nominated. Nominations are to be provided to the Chair by a date decided by the Chair.

(e) *Annual Report*

The PACE Annual Report is sent out approximately two weeks prior to the AGM.



The Annual Report includes:

- Information on the current management team.
- PACE Vision and Mission Statement.
- AGM agenda.
- Minutes of the previous AGM.
- Chair's Report.
- Sponsorship thanks.
- Report on meeting attendance.
- Report from the Membership Officer.
- Any other reports of interest to members.
- Proposed budget for the coming year.
- Audited accounts.

*(f) Audited Annual Accounts*

A copy of the Audited Annual Accounts is to be lodged with the Office of Incorporated Societies, (Companies Office) as soon as possible following the AGM.

### **3.4 Christmas Function**

3.4.1 A Christmas function will be arranged each year on the last Tuesday in November or other suitable date. The Management Team, following discussion, will advise the membership of the venue programme for the Christmas function and any additional cost.

### **3.5 Workshop**

The current membership survey (as in the 2010 Survey) showed that professional development was a high on the list of priorities for members.

#### *3.5.1 Background*

Professional development workshops are held regularly for members. The Management Team needs to consider whether the PACE finances are able to cover all arrangement costs or whether a small charge is made to members for registration.

#### *3.5.2 Speakers*

Speakers should be engaging and provide members with interesting and educational topics.

#### *3.5.3 Finances*

The organising committee should prepare a preliminary budget for the Treasurer prior the AGM to enable a cost projection to be factored into the budget for the ensuing year.

#### **3.5.4 Organisation**

The Management Team have the ability to co-opt members to assist with organising workshops.

#### **3.5.6 Venue**

A suitable venue to be negotiated by the Management Team.

### **3.6 Web Page**

#### **3.6.1 Name**

[www.pace.org.nz](http://www.pace.org.nz)

#### **3.6.2 Display**

The Web page should provide information that is easy to navigate. It currently has the PACE introduction, membership details, monthly meetings and newsletter information.

## **SECTION 4**

## **Current Projects**

### **4.1 Recruitment– ongoing**

Although membership numbers have remained steady over recent years the Management Team has continued to actively network and recruit new members. Survey results show that the current members have requested improvements in a number of areas, in particular, improving member interaction at meetings, increasing professional development opportunities and improving the website.

### **4.2 Updating processes and guidelines**

The 2014 review of the Management Guidelines has resulted in a number of areas needing revision and additional information. Management Team job descriptions have been reviewed and updated in 2014. It is likely that job descriptions will require further changes as a new Chairperson will often bring new priorities and different areas of focus. The Management Team Guidelines are reviewed annually following the AGM.

### **4.3 Website**

The website went live in 2009. It has since been updated to incorporate the meeting dates and events news and RSVP's and other content updates. A further update is

needed to improve member accessibility and this is planned to be undertaken during 2014-15.

## SECTION 5

## Collaborations and Sponsorship

### 5.1 Collaborations

#### **Collaborations or Sister Organisations**

PACE through its Management Team may provide appropriate support and assistance to anyone who wishes to set up a sister organisation (i.e. for PAs and EAs to CEOs) in another city. PACE through its Management Team will also endeavour to foster good relationships with sister organisations and seek to establish mutually helpful two-way liaison, eg. representative attendance at other entity members meetings and AGMs.

### 5.2 Sponsorship

5.2.1 PACE shall not be aligned to a single sponsor.

5.2.2 Sponsorship is accepted as long as it is beneficial to PACE members as a whole and not the individual.

5.2.3 If the Management Team recommends that sponsorship be obtained for a special event, workshop or seminar, they may co-opt someone from the general membership to assist in obtaining such sponsorship.

5.2.4 Sponsorship could include but not be limited to:

- Accommodation (for meetings, workshops, seminars, events)
- Financial assistance to fund meetings, workshops, seminars, events etc.
- Goods, by way of food, technical products, etc that will benefit *PACE* members as a whole.

## APPENDIX 1

### 1 Membership

#### 1.1 General Membership

Membership is as stated in Article 3 Section 1 of the *PACE* Rules headed 'Membership'.

The Management Team reserves the right to accept/decline any application. so long as this power is not unreasonably applied.

#### 1.2 Life Membership

Life Membership may be conferred upon members of the association at such times and under such terms as the Management Team shall determine.

#### 1.3 Duration of Membership, Resignation/Removal

Refer *PACE* Rules Article 3 Section 3: Duration of Members; and Article 3 Section 4: Resignation/Removal.

#### 1.4 Members Leaving their Position of Employment

Refer *PACE* Rules Article 3 Section 3; Duration of Membership. When a member resigns from an EA position with an organisation (Employer) –

- If fees are paid by an organisation then the person taking over this position is entitled to the *PACE* membership. If the member is not replaced then they are entitled to remain as a member of *PACE* until the end of that financial year. In effect the payment of the incumbent's membership makes this particular membership a 'corporate membership'.
- If a member has paid their fees personally (not being reimbursed by an employer) they are entitled to remain as a member until the end of the financial year.
- The person taking over the position of the member leaving, whether the membership is paid by the employer or personally, is also eligible to become a member of *PACE*.

Details of any changes to position, titles, names etc must be given to the Membership Secretary as soon as possible.

### 2 Subscriptions

#### 2.1 Establishment and Cancellation

Subscription fees shall be set by the Management Team and confirmed by a simple majority vote at an AGM or special meeting, or by mail ballot of those eligible to vote at an AGM or Special General Meeting.

Other charges shall be established by the Management Team.

- 2.2 All regulations/rules relating to subscriptions are covered in the PACE Rules.
- 2.3 Prior to cancellation of anyone's membership to PACE. The Membership Co-ordinator will endeavour to ascertain from the member the reason why they have not paid their subscription, or why they are considering leaving. A report is to be provided to the Management Team meeting.
- 2.4 Resignation of a Member  
When a member resigns a designated member of the Management Team should approach the member to discuss why the member has decided to resign. The approach should be constructive to both the member and PACE.

### **3 Membership Numbers**

- 3.1 There is no restriction on the number of PACE members. However the Management Team have the authority to restrict numbers following a full discussion and approval of the membership at either an AGM or Special Meeting.

### **4 Invitations to Prospective Members**

- 4.1 An invitation drive is undertaken from time to time to companies where the PAs and EAs do not/or have not belonged to PACE.

The Management Team may co-opt PACE members to assist with this task.