



2021 COMMITTEE NOMINATION FORM

Nominations are invited from financial members of the Water Industry Operations Group New Zealand, for the position of Committee members for 2021.

Nominations for Committee positions are to be lodged in writing with the Executive Officer at least fourteen days before the Annual General meeting, and will only be accepted on the official Nomination Form.

Nominations close with the Executive Officer on Thursday 06 May 2021 at 4:00pm

Once nominations are received and if an election is required, the election will be available online from:

Friday 07 May 2021 - 4:00pm to Tuesday 18 May 2021 - 4:00pm

The results of the Committee Election will be presented at the Annual General Meeting being held on **Thursday 20 May 2021, commencing at 12.00pm NZST.**

The Annual General Meeting will be held online via Zoom.

Nominee: (Print Name)

Nominee’s Signature (Signature)

Nominated By: (Print Name)

..... (Signature)

Seconded By: (Print Name)

..... (Signature)

Employer Approval (Refer details overleaf): (Print Name)

..... (Position)

..... (Signature)

Date:

Note: The Nominee, Nominator and Seconder must be current financial members of the Water Industry Operations Group NZ

All nominees are required to supply a profile (no more than 200 words) outlining their involvement with WIOG, present and past experience within the industry, and their goals for future development of WIOG. A passport sized photo in digital form will also be required.

Water Industry Operations Group NZ (WIOG) Committee Responsibilities & Time Commitments

1. Committee members are required to attend a minimum of three committee meetings per year at a time, location and frequency as determined by the Committee. Meetings are usually held in Wellington or Palmerston North.
2. Committee members are required to attend a monthly zoom conference call normally the 1st Tuesday of the month.
3. Committee members are required to attend annually a 2-day workshop which normally takes place at the conference venue each year and prior to the actual conference date.
4. Committee members are required to organise and manage operator training workshops that are held at various locations around NZ.
5. Committee members are required throughout the year to assist with the planning, organisation and management of the annual conference including working at the conference held annually in May.
6. Committee member's expenses (travel, accommodation and meals only) to fulfil Committee duties are covered by WIOG including the annual WIOG conference.
7. Obtain their employers (senior management) approval that time will be granted to fulfil their role as a WIOG Committee member.
8. In discharging their duties, each WIOG Committee must comply with the ethical and behavioural standards expected of all Committee members and Officers of WIOG:
 - a. A Committee member must act honestly, in good faith and in the best interests of the Group as a whole.
 - b. A Committee member has a duty to use care and diligence in fulfilling their functions and exercising the powers attached to that office.
 - c. A Committee member must use the powers of office for a proper purpose, in the best interests of the Group as a whole.
 - d. A Committee member must recognise that the primary responsibility is to the Group as a whole, but should, where appropriate, have regard for the interests of all stakeholders of the Group.
 - e. A Committee member must not make improper use of information acquired as a Committee member of the Group.
 - f. A Committee member must not take improper advantage of the position of Committee member.
 - g. A Committee member should properly manage any conflict with the interests of the Group.
 - h. A Committee member has an obligation to be independent in judgement and actions, and must take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.
 - i. Confidential information received by a Committee member in the course of the exercise of directorial duties remains the property of the Group and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Committee, or is required by law.
 - j. A Committee member should not engage in conduct likely to discredit the Group or be detrimental to the interests of the Group.
 - k. A Committee member has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.

Nominations close with the Executive Officer on Thursday 06 May 2021 at 4:00pm

Email wiog.org.nz@gmail.com