
RURAL WOMEN NEW ZEALAND

507 - Remit Guidelines

These guidelines are to help members with:

- 1 Writing clear, concise and relevant remits for acceptance by the RWNZ Board and Remits Committee

It is recommended that you check RWNZ Rules, Bylaws, Standing Orders, Strategic Goals and Remit Policy.

1 WRITING REMITS

There are two types of remits that come to the Annual General Meeting (AGM):

Internal Remits - includes remits to alter the Governance Documents of the organisation and directives of work for the organisation, and;

External Remits - remits, which if successful, become part of RWNZ policy and give us the mandate to influence central and local government.

1.1 Choose your issue – as early as possible

- What outcome do you want to achieve in relation to this issue?
- Check to see if RWNZ already has a policy about it OR does the existing policy need to be updated.
- Check that the issue fits in with the objectives and/or the strategic goals of RWNZ.
- Identify how you will know when the desired outcome has been achieved.

1.2 Gather your information – this may take several weeks

- Decide what you need, who is going to do it and how it will be done.
- Collect as much information, research and data as possible to support your remit.

1.3 Write your remit

- Use the remit template attached, which is intended as a guide only.
- Remits and amendments may be submitted by individual members, branches/groups and/or Board appointed committees of RWNZ.
- One issue per remit is required. It may be in several parts, if it is, you will need to make sure they all relate to the same issue.
- Ask someone independent, who was not involved in writing the remit, to read it for clarity and check that it clearly states what you intend.
- Make sure that the intent is clearly stated in the remit. The rationale that follows is not part of the remit. It provides supporting information and the reasons why the remit is being put to the AGM.
- Conversely, make sure that the remit itself is as succinct as possible with all supporting information included in the rationale.

- Include an Action Plan (what you think the members, branches/groups, and/or Board appointed committees of RWNZ and National Office should do) for implementing the remit if it is passed.

1.4 Write the Rationale

- Present your collected information in support of the remit.
- Ensure the facts are relevant and include your sources (providing evidence such as websites is useful).
- Include any reference to international Human Rights Instruments or previous RWNZ policy.

1.5 Write the Action Plan

- Include the actions to be taken by members, branches/groups, Board appointed committees of RWNZ, RWNZ Board and/or National Office if the remit becomes policy.
- You may recommend that the remit be taken to NCW Conference or to the ACWW Conference.
- To ascertain what actions should be taken in NZ use the following checklist:
 - a) Identify if our influencing should be done by letters or by direct personal contact.
 - b) Identify who should draft letters - members, branches/groups and/or Board appointed committees of RWNZ or National Office staff or all of the above (all letters will be sent from National Office).
 - c) Identify who to influence i.e. which Government Ministers and Members of Parliament, Opposition spokespeople, local councils, CEOs of government departments and other decision-makers.
 - d) Identify any other action recommended that members, branches/groups and/or formal committees of RWNZ or National Office should take eg branches/groups to gather information about a situation in their local area.
 - e) Identify other organisations or groups to be approached with a view to connecting and collaborating to further the policy.

1.6 Submit the remit, which must be received by Friday, 20 July 2018

- Ensure the finished remit does not exceed an A4 page.
- Have the remit signed by the Branch President or Secretary for a Branch remit, by the Chair for any remits proposed by a Board appointed committee of RWNZ, or by the members themselves for a remit proposed by a member of the Board or National Life Member.
- If possible, confirm who will be seconding your remit. This can be confirmed later if you have not yet gained agreement on a seconder.
- Post back to National Office or, scan and email as an attachment including the Word version of the remit, to conference@ruralwomennz.nz.
- Include two contact emails and phone numbers of people involved in writing the remit who can be reached easily, in case a member of the Remits Committee needs to clarify something with you.

Accepted remits are circulated to members and branches/groups by email (and post for those without email) prior to Monday, 20 August 2018 for consideration. Instructions on proposing amendments will be included.