



CATE

Careers and Transition Education
Association (Aotearoa) Inc.

EXECUTIVE HANDBOOK

2016

WHAT IS CATE?

The Careers & Transition Education Association (Aotearoa) Ltd, commonly referred to as CATE, is a professional organisation for people working in the fields of career and transition education. From small beginnings it has grown to more than 600 members nationwide.

CATE's main focus is on the career education of youth and their transition from school into the wider world of employment, training and/or further education.

The majority of our members are school careers advisors, transition teachers, STAR, Gateway and Youth Apprenticeship Co-ordinators. Other members work in associated areas, such as Career Services, tertiary training, local government, private business and industry training organisations.

WHAT IS CATE EXECUTIVE?

All areas of New Zealand are represented by 16 regions. Each region has a representative on the CATE National Executive. CATE's President, Secretary and Treasurer head the National Executive.

WHEN ARE MEETINGS HELD?

Executive meetings are held once a term with the 4th meeting being held at National Conference. The dates for the meetings the following year are set at the Term 4 meeting but are generally in March, June, September and November.

WHERE ARE THE MEETINGS HELD?

Most meetings are held at the Wellington Airport Conference Centre, unless otherwise notified.

WHO IS ON THE CURRENT EXECUTIVE?

The current members of CATE Executive are:

President:	Jane Thomas, Morrinsville College
Secretary:	Kym Plaisted, Waikato Diocesan School for Girls
Treasurer:	Linda Merriman, Te Aroha College

Regional Representatives:

Northland:	Blue Newport, Okaihau College
Auckland:	Craig Dyason, Albany Senior High School
Waikato:	Jane Thomas, Morrinsville College
BOP:	Mikaere Smith, Aquinas College
Waiairiki:	Lynn Gillespie, Goalline Careers
Hawkes Bay:	Wiki Osborne, Te Aute College
East Cape:	Craig Wilkie, Lytton High School
Taranaki:	Warwick Foy, Taranaki Futures

Manawatu:	Pam Murray, NgaTawa School
Wellington:	Mike Woods – St Pats College, Tia Greenstreet – Wellington College
Marlborough:	Cheryl West, Marlborough Girls College
Nelson:	Leigh Gray, Nelson College
Canterbury:	Maria Macquet, Villa Maria College
South Canterbury:	Heather Shears, Mountainview High School
Otago:	Leeana Duncan, Bayfield High School
Southland:	Brigid More, Verdon College

HOW LONG DO THE MEETINGS GO FOR?

The start time is 9.00am and will finish by 4.00pm. Flights should be arranged with a departure time after 4pm wherever possible. Morning tea, lunch and tea/ coffee are provided at no charge. The National Secretary will need to be advised of any dietary requirements 2 weeks before the meeting date.

WHAT COSTS AND EXPENSES CAN I CLAIM FOR?

Executive members are required to book and pay for flights associated with attending Exec meetings.

The cost of flights to both the March and September meetings are reimbursed by CATE National. A copy of the flight booking should be sent to the National Treasurer with details of the account where the money is to be reimbursed into.

The cost of the June meeting is to be paid by the regional branch. Payment will need to be arranged with the regional Treasurer.

The November meeting is part of conference costs and would be the responsibility of the member's school/ workplace.

Accommodation for the night before conference will be reimbursed by CATE National so members can attend the Executive meeting the night before conference begins.

Relief costs, airport parking, mileage and any other costs associated with attending meetings would need to be covered by the member's workplace unless otherwise agreed by the committee.

The National President, Treasurer and Secretary are reimbursed for National Conference registration, accommodation and flights as they are required to attend all days and run the AGM.

WHAT IS MY ROLE AND RESPONSIBILITIES AS A REGIONAL EXECUTIVE MEMBER?

1. Represent the interests of the members in their regions
2. Distribute information/ requests etc from National Executive to their regional members
3. Ensure memberships fees and lists are provided to the National Treasurer and/or Secretary in the appropriate format by end of July.
4. Ensure the National Treasurer and/or Secretary are notified of any changes to membership throughout the year.
5. Provide a report for each National Executive meeting and AGM. See below for more information.
6. Carry out tasks as agreed upon at National Executive meetings.
7. Meet all deadlines or advise the President otherwise in a timely manner.
8. Encourage regional members to contribute material to the website.
9. Ensure remits are submitted to the National Secretary by 1st October for consideration before the AGM.
10. Book flights for National Executive meetings in a timely manner.
11. Advise National Secretary of any agenda items for meetings.
12. Advise National Secretary if unable to attend a meeting or if arrival time will be later than 9am.

WHAT ARE MY REPORTING RESPONSIBILITIES?

A few weeks before an Executive meeting, an email will be sent out from the Secretary asking for Regional Reports and meeting agenda items.

All Regional Representatives are required to submit a brief report on what has been happening in their region since the last meeting. This can include an outline of what was discussed at their regional meeting, PD opportunities, events, any concerns members have raised, changes to regional committee.

The meeting papers are confidential and only shared within the National Executive.

This needs to be received by the National Secretary by the deadline given to allow time for meeting documentation to be completed.

Regional Representatives are also required to prepare a brief report before AGM that outlines the regional activities over the past year that is suitable for all CATE members to read. These reports are collated and available for all members at the AGM. Any confidential information should not be included in these reports.

WHAT ARE THE MEETING PROCEDURES?

All meetings will follow a set structure as outlined below. The order may change slightly on the day to accommodate guest speakers:

- Meeting opens with welcome from National President. New members will be introduced and Exec members will also introduce themselves.
- Members present
- Apologies
- Minutes of previous meeting – brief run through of these
- Matters arising from the previous minutes
- Regional reports – each regional representative speaks briefly on their report
- President’s report – the President will present her/his report and any other information that may have arisen since.
- Treasurer’s report
- Website report
- General business – this includes any items as requested by the regions or items brought forward from previous meetings
- Meeting closes

All members will be sent a copy of the minutes, and any associated documents, once this has been completed by the National Secretary.

WHAT IS THE CATE CONSTITUTION?

A Constitution is a set of “rules” that dictates how an organisation is run.

There are certain rules or clauses that must be included such as the name and purpose of the organisation, the make-up of the executive committee, membership, how meetings are to be held and financial affairs.

Any changes to the Constitution can only occur by submitting a remit for approval at AGM.

The CATE Constitution and Remit documents can be found on the CATE website or through the National Secretary.

WHAT IS THE CATE PROCEDURES HANDBOOK?

The Procedures Handbook details all activities CATE undertakes to ensure the Constitution is being followed.