

Celebrants' Association of New Zealand Inc.
Te Kāhui Ārahi Ritenga o Aotearoa



Guide to CANZ Branch Establishment

Contents

Introduction.....	3
The Structure of a CANZ Branch	4
Purpose of a Branch	4
Reasons for Establishing a New CANZ Branch	4
Inaugural Branch Committee	4
Generating Membership of a New Branch	5
CANZ Financial Management	5
The Nuts and Bolts of Operation	5
Branch Expenditure	5
Goods and Services Tax.....	6
Planning Branch Events.....	7
Process for New Members of CANZ.....	8
Appendix A: Example of Membership Template.....	9
Appendix B: Example of BDM +CAT Invitation.....	10
Appendix C: Example of Flyer for Inaugural Meeting.....	12
Appendix D: CANZ Branch Boundaries.....	13

Introduction

Congratulations on investigating the formation of a branch in your area. The *Guide to CANZ Branch Establishment* has been developed to assist with the coordination and establishment of a new branch.

Our Vision:

- The Celebrants' Association of New Zealand (CANZ) is a national professional association which enriches celebrants who in turn enrich New Zealand society.
- "Enriching Celebrants – Enriching New Zealand"

Our Purpose is:

- To support celebrants to deliver high-quality services
- To promote celebrancy as the practice of creating and facilitating ceremonies and rituals that respond to the needs and values of individuals, families, organisations and communities
- To influence the place of ceremony and ritual in New Zealand

The governance of CANZ is entrusted to the annually-elected National Executive, which works in partnership with elected Branch Committees to deliver services to members.

CANZ is managed by volunteers, both on National Executive and Branch Committees. Our success is determined by the degree to which our activities are consistently aligned with our vision and purpose.

At national and local levels, we want all members to have a positive experience and receive real benefits from their membership. This requires seamless management of member services, from first point-of-contact of a prospective member to their experiences of locally and nationally-delivered services.

We also want to influence the adoption of ritual and ceremony as a normal component of life in Aotearoa New Zealand, and to promote the role of celebrants in facilitating ritual and ceremony that responds to individual and societal values and needs.

The National Executive member responsible for new branch establishment will initially liaise with interested parties in the formation of a new branch.

Once the new Branch has been established and approved by the CANZ National Executive, a National Executive member will be assigned to provide support or to answer questions as required.

If you need clarification on any area outlined in this Guide, please don't hesitate to approach your liaison member or me.

Dianne Troup
CANZ President
president@celebrantsassociation.co.nz
June 2016

The Structure of a CANZ Branch

A CANZ Branch is a branch of the National Association. It is formally established by the National Executive (Clause 9.1 of CANZ Constitution). It consists of a regional grouping of approximately 15+ members coordinated by a Branch Committee, with the focus on initiatives benefitting local members?

Purpose of a Branch

- To focus primarily on providing support, networking, professional development and promotional opportunities for celebrants in their local area.

Reasons for Establishing a New CANZ Branch

When enough interest is generated in a region which previously does not have a branch or members have belonged to the “Members at Large Branch” and wish to establish a new branch or the membership in a region has expanded and wishes to divide into several new branches

(See Appendix C for current CANZ Boundaries- these are being reviewed at present)

Inaugural Branch Committee

A Branch Committee takes responsibility for the operation of the Branch and liaison with National Executive (A more detailed Branch Guidelines Handbook will be issued once the new Branch has been formally established)

- Initially an inaugural committee of interested parties can be established to facilitate the initial meetings and begin the planning process of establishing a new Branch
- A formal Branch Committee is formed as part of the Branch Annual Planning Meeting (APM) –normally held in the first quarter of each year
- The CANZ National Executive Member responsible for establishing new Branches will liaise with the interim committee until such time as the new Branch is registered and an assigned CANZ Executive Liaison person is appointed. This will ensure good communication and co-ordination of activities
- An inaugural Branch Committee consists of a Branch Chair, Secretary/Treasurer and such other members as the interim Branch determines. The positions held may then go to those elected on the Branch Committee at the Branches 1st APM (see Constitution Clause 9.6)
- All interim and future Branch activities should be in accord with the aims, objectives and vision of CANZ
- Public statements on behalf of CANZ can only be made by the National President

Generating Membership of a New Branch

- The National Executive Membership liaison person will provide the new Branch with a current list of members within their region to contact and inform them of the first meeting and proposed workshop (see appendix A)
- BDM+CAT can assist by emailing information to all registered celebrants within the new Branch region informing them of the formation of a new CANZ Branch (see Appendix B & C)
- FDANZ may assist by notifying Funeral Directors in your region about the formation of a new CANZ Branch to support Funeral Celebrants
- Advertising the formation of a new Branch via posting a notice on the Celebrants' Event Calendar and the CANZ Message Board on the CANZ website and the CANZ publication Panui
- Networking and word of mouth to encourage celebrants to join CANZ and benefit from belonging to a Branch

CANZ Financial Management

A new branch can seek financial assistance from the CANZ National Executive to assist with the transportation of Executive members/s to present at the first Branch meeting prior to the formal establishment of the Branch. Once the Branch has been registered then the Branch will receive their core funding \$500 per annum and a percentage of their membership annual subscriptions

- CANZ is an incorporated society and is required to maintain records to account for its funds which are reported to the Companies Office and the IRD for tax and GST, as well as to its membership.
- The National Executive is responsible and accountable for sound financial management, and this responsibility is delegated to the local Branch officers with respect to Branch funds.
- CANZ therefore maintains a system that is administratively efficient, convenient and transparent and refines it from time-to-time in consultation with Branches.

The Nuts and Bolts of Operation

Branches will be provided with monthly updates of their financial situation through the Xero report provided by CANZVA, and they maintain their own record of their finances using a simple cash book spreadsheet

Branch Expenditure

The aim is to do as many transactions as possible centrally (i.e. through the CANZVA) via invoice and internet banking, so that payments are made and allocated in the accounts as quickly and efficiently as possible.

Monthly Xero reports sent to the Branch will show all transactions (receipts and payments) that have been recorded in the Branch account during that month.

Invoices: When incurring expenses, e.g. for venue hire, catering etc., the Branch Treasurer should request that invoices be submitted by email. Forward these to the CANZVA for payment (admin@celebrantsassociation.co.nz) cc to fm@celebrantsassociation.co.nz). The Financial Officer will advise the Branch Treasurer that the payment has been made.

Reimbursement: If for any reason an invoice needs to be paid personally by a Branch Committee Member, they should keep the receipt/invoice/documentation and send it with an accompanying Expense Claim form (via the Branch Treasurer) to the CANZVA (as above) for reimbursement.

Petty Cash: From time-to-time members incur small costs (usually <\$25) for incidentals

- Each Branch Treasurer will be provided with One Hundred dollars (\$100) from the Branch account, to be used as a CANZ Branch “Kitty” from which small amounts can be reimbursed to the relevant member for minor purchases.
- All expenditure must be supported by appropriate receipts/documentation.

Goods and Services Tax

CANZ was required to become registered for GST from 1st of July 2014. The management of our GST returns is the responsibility of the Financial Officer, but the following notes clarify how GST affects Branches.

- **CANZ GST Registration Number 80-144-237**

If you need to contact CANZVA
admin@celebrantsassociation.co.nz

CANZ Website - Branch Information

www.celebrantsassociation.co.nz

The CANZ website is continually being improved and is intended as the first-stop for CANZ members and the public looking for celebrant-related information. Members need to be able to easily access information on activities relevant to them. Currently Branch information appears on the member dashboard:

- Event Calendar
- Branch Contacts
- Branch newsletters
- Each Branch needs to appoint someone to be responsible for keeping their Branch information up-to-date, in consultation with the CANZ Web Manager – support@celebrantsassociation.co.nz
- Some Branches have established their own Facebook pages to keep their members informed

Branch Annual Planning Meeting (APM)

Branch Annual Planning Meetings (APM's) are held in the first quarter of the year. The purpose of the meeting is to elect Branch Officers, review the past year and begin planning the year ahead. This replaces the previous Branch AGM and is the most important meeting of the year in terms of aligning what we do as an organisation and checking understanding of what members want locally.

Planning Branch Events

The format, timing and location for Branch events will differ according to the needs and wishes of the Branch members. There may be, for example, meetings on a regular bi-monthly basis; longer but less regular educational workshops; social get-togethers; or joint promotions ...or any combination of these.

- Set a date, place and time and invite National Executive to enable your liaison person (or his/her nominee) to attend if desired.
- Establish a budget.
- Send notice of meeting to Branch Members (include OPD credits)
- Arrange a guest speaker or workshop presenters, and any resources required such as venue, catering and AV, along with potential sponsors and raffles.
- Keep a record of the event including an attendee list.

Branch Newsletter

Many Branches prepare a regular email newsletter or update to keep their membership engaged and informed. Once your branch is established the current email list is sent to your Branch chair and secretary each month from the National Executive membership person. Some Branches also send newsletters to potential members in their region.

Forward the newsletter to the Web Manager support@celebrantsassociation.co.nz for uploading to the Members' Only section of the CANZ website.

Membership

Attracting new members and retaining existing members is a shared responsibility of all CANZ members, but realistically falls into the responsibilities of both Branch Committees and National Executive. CANZ has worked hard in recent years to achieve a level of unity among celebrants, so that we can be a more strongly representative voice in lobbying on behalf of celebrants.

We have also streamlined the new membership process, and the following diagram outlines how it works.

Process for New Members of CANZ

New member applies to join CANZ

Fills out on-line membership application form on CANZ website and choose payment method

Membership Notification email automatically sent to admin

New member receives an email acknowledging application

When payment confirmed, CANZVA sends welcome email with new member pack and advising the member listing is now active. Notification to Branch by CANZVA, on a monthly basis

Appendix A: Example of Membership Template

Members Email Address	Start Date	Membership Due	Last Name	First Name	Preferred Name	Address	Postcode	Postal Address	Phone	Mobile Phone	Languages	Branch
3456 joeblogg@celebrant.co.nz	15/07/2009 22:06	31/03/2016 23:59	Blogg	Joseph	Joe	Best place in town	7843	123 Celebrant Drive, Marlborough Sounds	xxxx	xxxx	xxx	Members at Large
xxxx			xxxx	xxxx		xxxx						Members at Large
xxxx			xxxx	xxxx		xxxx				xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large
xxxx			xxxx	xxxx		xxxx			xxxxx	xxxxxx		Members at Large

Appendix B: Example of BDM +CAT Invitation

Email text for BDM+CAT mail out to all celebrants re Marlborough meeting.

Greetings everyone. On behalf of the National Executive of CANZ we would like to extend an invitation to all of you who work in celebrancy roles within our region to join us for a day of fun learning, information sharing and wonderful networking opportunities.

The purpose of this email is to let you know about our up and coming Gathering for Celebrants in Blenheim on 6th October 2013 at the Vintners Hotel.

The Gathering is being organised by the Celebrants' Association of New Zealand (CANZ) in collaboration with Births, Deaths and Marriages (BDM+CAT). The Registrar-General of BDM+CAT, Jeff Montgomery, and CANZ President, Carol Gunn, will both be conducting sessions in person. We are also offering a workshop on effective sound systems and getting your message heard.

More in-depth details of the workshops are in the attached flier, and if you'd like to attend, then please RSVP as soon as possible.

Note: Please **DO NOT REPLY TO THIS EMAIL**, as it will return to BDM+CAT. Click on the link below to email Jann Hook of your intention to attend, or ask her any other questions.

Kind Regards

Jann Hook

CANZ National Executive Team Member

E jann@temahia.co.nz

M 0211439757

P 03 5734089

Appendix C: Example of Flyer for Inaugural Meeting



Celebrants' Association of New Zealand Inc.
Te Kāhui Ārahi Ritenga o Aotearoa

Save the Date: Sunday 6th October 2013

You are warmly invited to attend a Blenheim based workshop
which could change the way you work as a celebrant.

Whether you are a marriage or funeral celebrant, a member of CANZ or not,
these workshops are for you!

- ✓ **BDM+CAT Update Jeff Montgomery**
- ✓ **Making Your Message Heard**
- ✓ **Information Technology for Celebrants**

- **The charge for the day will be \$35.00 if you are a CANZ member or \$45.00 for non CANZ members. This will include morning tea and lunch at the Vintners Hotel.**
- **Should you decide on the day that you would like to join and become a member of CANZ then you will still receive our special discounted price.**

The three workshops are sponsored by CANZ (Celebrants Association of NZ)

- ✓ Marketing Tools to Enhance Your Celebrancy Profile - Jann Hook
- ✓ IT (Information Technology) for Celebrants - Carol Gunn
- ✓ Making Your Message Heard – Ken Ham and Raewyn Rice
- ✓ Interactive group sessions
- ✓ Time to network with other celebrants
- ✓ Loads of fun
- ✓ Potential formation of Nelson/Marlborough Branch of CANZ
- ✓

Presenter: Jeff Montgomery BDM+CAT Update

Presenters: Ken Ham and Raewyn Rice

Together Ken Ham and Raewyn Rice have 43 years' experience selling, recommending and advising on all forms of musical and sound equipment. They are committed to understanding the needs of celebrants and providing them with the right advice and the right system.

Your ceremonies are exceptionally special occasions and must be able to be heard by those attending. Quality sound equipment and professional image is essential. Ken and Raewyn will have a range of sound equipment for viewing and purchase.

Presenter: Carol Gunn

Carol is a celebrant based in Ashburton. Celebrancy is a real passion for her, especially weddings, funerals and naming ceremonies. Carol also has a computer training business offering computer support in people's homes or workplaces. Carol joined CANZ seven years ago and appreciates the professional fellowship it gives her, living in a more isolated area. She is CANZ Vice President and Webmaster for the CANZ website. Carol has enjoyed being in touch with many celebrants and working with a very committed Executive Team.

- *Are you using technology to enhance your celebrant work?*
- *Database for bookings*
- *Enhance the presentation of written ceremonies*
- *Using a kindle or iPad at the ceremony*
- *Skype and email for on-line meetings*
- *The CANZ website*

When: Sunday 6th October

Time: 10.00am-3.30pm

Where: Marlborough Vintners Hotel, 190 Rapaura Rd, Blenheim

Bring: Business cards to share with new contacts, your iPad or laptop if you have one.

Timetable

10.00am	Arrive with time to meet and greet
10.15-10.30am	Morning tea
10.30-11.30am	1 st Workshop Session- BDM+CAT Jeff Montgomery
11.30-12.45pm	2 nd Workshop Session- IT for Celebrants- Carol Gunn
12.45-1.30pm	Lunch –Vintners are offering a lunch from \$? per person
1.30-2.45pm	3 rd Workshop Session- Making Your Message Heard- Ken Ham & Raewyn Rice
2.45-3.15pm	Discussion re Formation of Nelson/Marlborough Branch of CANZ

RSVP: By Monday 23rd September 2013.

Jann Hook

E jann@temahia.co.nz

P 03 5734089

M 0211439757

If you can't attend this workshop but would like to remain on our list for future workshops or would like to become a member of CANZ please advise Jann.

Appendix D: CANZ BRANCH BOUNDARIES

