



## **REVIEW OF FEDERAL MODEL OF ASSOCIATION MEMBERSHIP**

The Royal Federation of New Zealand Justices Associations Inc. (RFNZJA) 2021 Annual General Meeting passed a remit requiring the RFNZJA Board to review the Federal model of Association membership.

In order to obtain a thorough understanding of the strengths and weaknesses of the current membership model from a variety of perspectives, the Board is conducting a series of surveys and discussions:

1. In August each association council will be requested to complete a survey. To ensure robust consultation councils have been asked to make opportunities available to their members to contribute to the survey responses.
2. In August an online survey will also be sent to a sample of all Justices of the Peace who are members of associations. This sample will be randomly chosen from the RFNZJA membership database.
3. Focus group discussions will be held at Regional Conferences.
4. Direct contact interviews will also be conducted 16<sup>th</sup> -30<sup>th</sup> August.

For your information an overview of the current structure is provided as an appendix to this advisory.

If by August 13<sup>th</sup> you have not received an email from RFNZJA with a link to the survey and you wish to participate in a direct contact interview, please provide your email address, contact phone number and the best time to contact you (morning, afternoon, evening) to this email address [fedstructurereview@gmail.com](mailto:fedstructurereview@gmail.com) before 16<sup>th</sup> August. The review committee recognises that it may not be possible to interview every Justice who indicates an interest in participating so you are encouraged to have your say through the opportunities provided by your Association.

At the conclusion of the survey period (31<sup>st</sup> August) the results will be collated by the Review Committee and a report submitted to the RFNZJA Board in November. The results will also be reported to the 2022 Federation conference and in an edition of the Justices' Quarterly following the conference.

Your input into the review process is important and will inform the next stages of the review so please do take the opportunity to have your say.

In anticipation, the Board thanks you for your input.

## APPENDIX

The Royal Federation of New Zealand Justices Associations Inc. (RFNZJA) is the national body of 28 affiliated Justice of the Peace Associations providing a national focus for all matters concerning the functions, operations and jurisdiction of Justices of the Peace seeking to maintain and improve their expertise and professionalism.

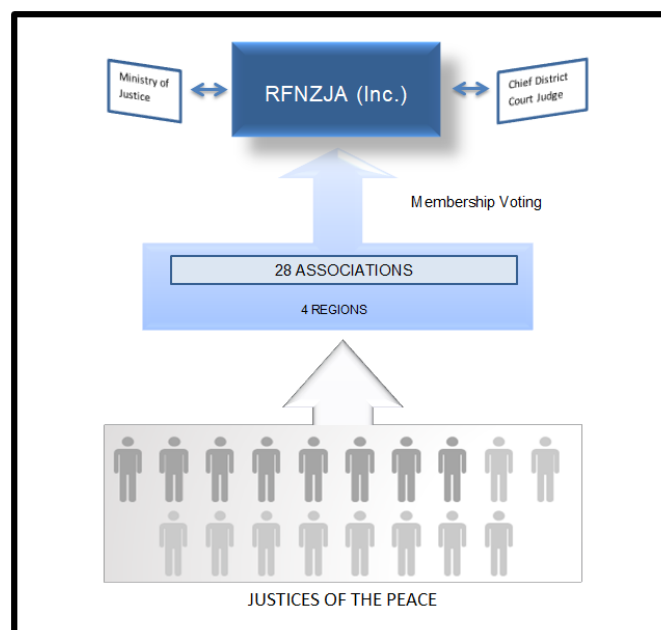
### THE CURRENT STRUCTURE

#### A. Membership

- 28 member Associations belong to RFNZJA.
- There are 3 geographic regions each represented at Board level (with 9-10 Associations within the region), whilst the Auckland Association forms the fourth region.
- Membership of RFNZJA through its 28 affiliated Association stands at 5670 Justices. This figure excludes 428 Justices holding the status of Justice of the Peace retired (at August 2020). While most Justices are members of an Association in their area there are a significant number of Justices of the Peace who do not belong to an Association for a variety of reasons.

#### B. Governance

- RFNZJA has a federal system of governance.
- RFNZJA is an incorporated society with a Constitution and is registered under the Charities Act.
- The RFNZJA Board is made up of 4 elected Regional representatives, an elected Vice President, an elected President and Immediate Past President. Other than the honorarium for the President, Board members do not receive payment other than expenses being covered.
- The Board is supported by a paid staff comprising a National Manager, a Professional Development Advisor and an Administrator.
- The Board provides direction to member Associations and their members by way of policies which are drafted in consultation with Associations.
- Remits passed at the RFNZJA Annual General Meeting (AGM) are binding on all affiliated Associations.



**C. Associations**

- Each of the 28 Associations operate as active, separately incorporated bodies.
- Association areas are generally defined by geographical boundaries.
- Association membership numbers range from 53 to 1302.
- Membership fees for Associations range from \$30 to \$70 per annum.
- Each of the 28 Associations has their own constitution. Association constitutions must be compatible with that of the RFNZJA.
- Each Association has its own council. Officers of the councils are elected/confirmed at association AGMs.
- Each association has designated education officers and for those Associations with court panels there is a designated Court Panel Manager.
- Association AGMs are spread from late August to early November.
- There is variation across the Associations as to the range of events organised for their members (Education sessions, training, mentoring, guidance, events recognising achievement and opportunities to meet, network and socialise with fellow Justices.
- Service desks are now an established, successful feature of Justice of the Peace service delivery for most associations

**D. Finance**

- RFNZJA's main funding stream comes from the Ministry of Justice.
- Capitation fees are paid by Associations, based on their membership numbers, to RFNZJA for administration.
- RFNZJA expenditure is predominantly on employment related costs and service delivery.
- Associations receive periodic Annual grants and payments from RFNZJA to cover various association administrative costs.

**D. Communication:**

- The RFNZJA Website is the main conduit for two important streams of service:
  - Public access to services
  - Justice of the Peace access to training, ongoing education and membership services.
- The Quarterly magazine is distributed in hard copy or electronically to all members.
- The National Manager maintains regular Circulars to Associations.
- 27 of the 28 Associations produce regular newsletters.
- A small number of Associations operate 'group' Facebook pages.

**E. AGMs, Conferences and Seminars**

- The RFNZJA AGM is generally run in conjunction with a Conference in February and/or March. The Host Association is responsible for the Conference budget as approved by the RFNZJA Board. The Board sets the conference programme in consultation with the Host Association.
- Education seminars are convened annually for Association educators.
- Five regional conferences are run each year (Auckland, Northern, Southern, and Central x2). The regional conferences are run over one or two days.