



TAUPO RSA TRUST INCORPORATED

STANDING OPERATING PROCEDURE 01-14

APPOINTMENT OF A TRUSTEE

Authority: Deed of Trust Clauses 3 and 14.

Clause 14 - TRUSTEES

- (a) *The Trustees shall hold office at the pleasure of the founder for a period of not greater than three years at which time they shall retire and new Trustees be appointed provided that nothing in this clause shall prohibit a Trustee from being reappointed pursuant to sub-clause 14(b).*
- (b) *Trustees shall be appointed by an ordinary resolution passed at a special meeting of the Trustees (including Trustees to whom the provisions of clause 14(a) apply and who have tendered their resignation accordingly) and no more than seven current financial Returned or Service members of the Founder.*
- (c) *The procedures and requirements for the appointment of a Trustee are detail in Standing Operating Procedures.*
- (d) *Where a Special Meeting has been notified and nominations called; if no nominations have been received by the specified date in the Standing Operating Procedures then the Trustees may, in their absolute discretion, appoint a Trustee, pro-tem, for a period of one year or until the next Special Meeting, whichever is sooner.*
- (e) *Notwithstanding the provisions of sub-clause 14(a), any Trustee who is bankrupt, convicted of any offence punishable by imprisonment, or who is found upon due enquiry to have breached any of the rules of the Taupo Returned Services Association Incorporated may forthwith be summarily removed from office as a Trustee by resolution of the Committee of the Taupo Returned Services Association Incorporated as founder.*
- (f) *For the purposes of Clause 14(a) the date of retirement of each existing Trustee shall be calculated from the date of their appointment provide that if the date of appointment is more than three years before the date of this Deed then it shall be deemed to be the most recent triennial anniversary of that date.*
- (g) *The total number of Trustees shall not at any time exceed seven (7), nor be less than four (4).*
- (h) *A Trustee must be a current financial Returned or Service member of the Founder or someone who has provided significant service in the Armed Forces of New Zealand or to the Taupo RSA Inc and who has been unanimously nominated by the Taupo RSA Trust Board Inc*

1. From time to time a Trustee is required to be appointed to the Taupo RSA Trust for a period of three years. The appointment of a Trustee is to be undertaken at a Special Meeting in accordance with Clause 14 of the Deed of Trust. The procedure for the appointment of a Trustee is:
 - a. The Trust is to set the date for the Special Meeting.
 - b. The Secretary is to notify the Founder, by letter or email, 28 days prior to, of the Special Meeting. The notification is to include a notice for Founder members.
 - c. A nomination for the vacancy is to be received by the Secretary no later than 14 days (specified date) prior to the Special Meeting.

- d. A nomination is to be completed on the 'Nomination for Appointment as a Trustee' form. The Proposer and Seconder must be a current financial Returned or Service Member of the Founder.
- e. The Secretary is to certify that the nominees are qualified to be Trustees.
- f. The Trust will short-list suitably qualified nominees for consideration at the Special Meeting.
- g. The Secretary will advise the Founder, by notice, of the Appointment Nominees.
- h. 72 hours prior to the Special Meeting the Founder is to advise the Secretary, in writing, the names of up to seven qualified members.
- i. The Chairman of the Trust is to be Chairman of the Special Meeting.
- j. The Secretary will prepare an Agenda for the Special Meeting which will include the names of the Nominees, with their proposers and seconders, and the Nomination Form(s).
- k. The Special Meeting, in closed session, will discuss the nominations.
- l. The Special Meeting, in open session, will allow discussion on and with the nominees.
- m. The Chairman will then close discussion, appointment an appropriate Scrutineer and the Secretary will distribute ballot forms to the members.
- n. The Chairman will then conduct a secret ballot.
- o. The Scrutineer will count the votes and inform the Chairman of the results, who in turn will inform the meeting. The Scrutineer will destroy the voting papers.
- p. The Secretary is to advise the Founder, in writing, of the results of the Special Meeting.

Enclosure:

1. **Form:** Attributes of a Trustee
2. **Form:** Nomination for Appointment as a Trustee.

NOMINATION FOR APPOINTMENT OF A TRUSTEE

ATTRIBUTES OF A TRUSTEE

In considering nominees for the short-listing process as a Trustee, the Trust will give the following considerations:

- a. **Your Military Service** – The Trust is looking to achieve diversity; by service, rank, employment and experience.
- b. **Your Civilian Employment / Experience** – The Trust is looking to achieve diversity; by employment experience, profession or trade, employer or employee, type of business or employment.
- c. **Your understanding on:**
 - (1) the function of the Taupo RSA Trust.
 - (2) the relationship between the Taupo RSA Trust and the Taupo RSA, and
 - (3) the meaning and operation of the Deed of Trust.

OVERVIEW OF MILITARY SERVICE & CIVILIAN EMPLOYMENT:

ATTRIBUTES WHICH YOU BRING AS A TRUSTEE:

WHAT TRUSTEE FUNCTIONS ARE YOU BE MOST SUITABLE TO UNDERTAKE?

CHAIRMAN | SECRETARY | TREASURER | PROPERTY MANAGEMENT | EDUCATION LIAISON
TENANT LIAISON | PROJECT MANAGEMENT | RSA LIAISON | SOCIAL COORDINATOR

ANY OTHER COMMENTS YOU WISH TO MAKE:

DATE: / /

SIGNATURE:

NOMINATION FOR APPOINTMENT OF A TRUSTEE

FULL NAME:

DATE OF BIRTH: / /

SERVICE: NAVY | ARMY | AIR FORCE

HIGHEST RANK:

PROPOSER:
(Print Full Name) (Signature)

SECONDER:
(Print Full Name) (Signature)

QUALIFICATIONS MILITARY & CIVILIAN:

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OVERVIEW OF MILITARY SERVICE & CIVILIAN EMPLOYMENT:

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ATTRIBUTES WHICH YOU BRING AS A TRUSTEE:

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.....

WHAT TRUSTEE FUNCTIONS ARE YOU BE MOST SUITABLE TO UNDERTAKE?

(Please Circle)

CHAIRMAN | SECRETARY | TREASURER | PROPERTY MANAGEMENT | EDUCATION LIAISON

TENANT LIAISON | PROJECT MANAGEMENT | RSA LIAISON | SOCIAL COORDINATOR

ANY OTHER COMMENTS YOU WISH TO MAKE:

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.....
.....
.....

SIGNATURE:

DATE: / /



TAUPO RSA TRUST INCORPORATED

STANDING OPERATING PROCEDURE 02:14 EDUCATION SCHOLARSHIPS & ASSISTANCE TO THE TAUPO CADET UNIT

Authority: Deed of Trust, Clauses 2 and 3.

Clause 2 - THE purposes of the trust fund shall be as follows:

- (a) To assist indigent, aged, sick or infirm Returned Servicemen and Ex Servicemen and their wives, widows and dependants.
- (b) To assist aged or infirm or disabled indigent persons in special circumstances.
- (c) To assist any public charity or any organisation dispensing charity or relieving or caring for the aged or sick or infirm in special circumstances.
- (d) To contribute to the benefit of NZ military cadet units.
- (e) To contribute to any medical research fund or to any school fund or to the education of any person or persons.
- (f) Any other charitable purpose as defined in Section 61(A) of the Charitable Trusts Act 1997 or in any statutory modification thereof in special circumstances

1. The Trustees have determined to provide regular annual Educational Scholarships to students at Taupo Secondary Schools and provide financial assistance to the Taupo Cadet Unit in accordance with the provisions of Clause 2 of the Deed of Trust.

TERTIARY SCHOLARSHIPS

2. Two Tertiary Scholarships of \$2250.00 are awarded to a Year 13 student, from Taupo nui a Tia College and Tauhara College, recognising exceptional general achievement in a student that is to undertake tertiary education.
3. The Scholarships are determined by the College in consultation with the Education Trustee. The Scholarships are paid at a rate of \$750.00 in years 1, 2 and 3.
4. The value of the Scholarship is paid to the respective Colleges and they then make payments, as appropriate, to the student. The College's report to the Trust, annually, on the students' progress, and payments throughout their tertiary education.

ESSAY COMPETITION

5. Two Essay Competition prizes of \$400.00 are awarded to Taupo nui a Tia College and Tauhara College for the ANZAC Day Essay. \$300.00 is retained by the College for their library services and \$100.00 is given to the student who writes the best essay.

6. The subject of the Essay is determined by the Trust.
7. The prizes are determined by the College in consultation with the Education Trustee. The Prizes are paid to the Student prior to ANZAC Day.
8. One Essay is read out during Taupo's Civil ANZAC Day commemoration.

AWARD FOR THE "MOST IMPROVED PERFORMANCE"

9. The Trust has determined to provide an annual award to the person with the Most Improved Performance in the Taupo Cadet Unit.
10. The award consists of an appropriate, retainable Trophy and a Scholarship of \$500.00. To be redeemed at the Cadet's College for the use on Educational & Sports expenses for that cadet during the following year. If the cadet does not return to school then the award may be given to his Employer for the purchase of equipment or tuition required for their employment.
11. The Commanding Officer of the Taupo Cadet Unit, in consultation with the Education Trustee, will select the Cadet to receive this award.
12. The award will be presented at the Unit's annual Prize giving ceremony.
13. The Education Trustee will inform the College or Employer of the recipient to enable them to create an expense account for the cadet. As expenses occur the College or Employer is to invoice the Trust with amount and how the money was spent. The Trust will reimburse the College or Employer of that amount and inform them of the balance remaining.
14. The Education Trustee is to arrange for the retainable Trophy to be made each year.

ASSISTANCE TO THE TAUPO CADET UNIT

15. The Trust has determined to recognise the importance the Taupo Cadet Unit has within Taupo's society for providing an environment for youth that supports the ideals of comradeship, service, leadership and loyalty with our society but also as a foundation for possible later employment in the NZ Defence Forces.
16. The individual NZ Cadet Units are not funded by the NZ Defence Force, rather they rely on fund raising and donations.
17. The Trust provides \$1000.00, payable throughout the calendar year to assist the Taupo Cadet Unit with its communication and firing range charges. The payment and supporting documentation is to be arranged between the Treasurer and the Commanding Officer of the Taupo Cadet Unit.



TAUPO RSA TRUST INCORPORATED

RegOffice: 67 Horomatangi Street, Taupo ~ a: PO Box 2358, Taupo 3351

STANDING OPERATION PRECEDURE 03:17

VETERANS LUNCHEON

Authority: Deed of Trust, Clause Clause2 and 3

The annual Veteran's Luncheon is Taupo RSA Trust sponsored 'reunion' of and for Taupo based Veterans and invited guests. It is held at the Taupo RSA.

The Luncheon will be held on the **last Sunday of October**, unless extenuating circumstances exist to change this date.

The Luncheon is organised by the Trustees with the assistance from the Management and staff of the Taupo RSA. This SOP is to assist the Organiser of the Veterans Luncheon.

1. **MAY** At the May Trust meeting, set a Date/Time for the Luncheon.
Determine the Guest Speaker.
2. **JUNE** Confirm date of Luncheon, liaise with Taupo RSA to confirm date, check with caterer to arrange menu for approval.
Send letter to Cadet Unit Commander for availability of cadets to assist.
Confirm guest speaker.
3. **JULY** Arrange to uplift nominal roll of Veterans from Taupo RSA.
Request and approve Taupo RSA visitor list.
Complete Invitation letters to include Date/Time/Location/Dress and date to RSVP.
Arrange design and printing of placemats if required.
4. **AUGUST** Liaise with the Taupo RSA for beverages and Port Decanters (ex navalman's assoc)
Advertise Luncheon with poster in the Taupo RSA and by means of Presidents nightly reports.
5. **Two weeks prior to Luncheon.**
 - a. Collate number attending and confirm menu and numbers to Caterer.
 - b. Advise placemat numbers required.
 - c. Nominate veteran to say "Grace".
 - d. Confirm host for guest speaker.
 - e. Confirm the appointment of Dining President.
6. **Seven days prior to Luncheon.**
 - a. Arrange with Taupo RSA/ Caterer/ Cadet Unit time for setting up of the Dining room.
 - b. Arrange seating plan/name tags of top table.
 - c. Confirm availability/ set up of Women's section portable speaker system.
7. **Day of Luncheon.**
 - a. Supervise set up of Dining room incl space for Mobility persons.
 - b. Arrange meeting Guest speaker.
 - c. Announce "Dinner is Served".



8. Sequence of events for luncheon.

- a. Everyone sits.
- b. Dining President announces for person to say "Grace".
- c. Announce order for meals to be served, Cadets to serve mobility persons.
- d. Once meal is complete, get tables clear and set up Port glasses and Decanters.
- e. Loyal Toast, either Navy or Army/Airforce way.
- f. Introduce Guest speaker.
- g. Thank all that assisted, Close Luncheon.

9. Clean dining room, confirm Bar Tab.

The annual Veteran's Luncheon is Taupo RSA Trust sponsored 'reunion' of and for Taupo based Veterans and invited guests. It is held at the Taupo RSA.

The Luncheon will be held on the last Sunday of October unless extenuating circumstances exist to change this date.

The Luncheon is organised by the Trustees with the assistance from the Management and staff of the Taupo RSA. This SOP is to assist the Organiser of the Veterans Luncheon.

1.	MAY	At the May Trust meeting, set a Date/Time for the Luncheon. Determine the Guest speaker.
2.	JUNE	Confirm date of Luncheon, liaise with Taupo RSA to confirm date, check with caterer to arrange menu for approval. Send letter to Cadet Unit Commander for availability of cadets to assist. Confirm guest speaker.
3.	JULY	Arrange to uplift nominal roll of Veterans from Taupo RSA. Request and approve Taupo RSA visitor list. Complete invitation letters to include Date/Time/Location/Dress and date to RSVP. Arrange design and printing of placemats if required.
4.	AUGUST	Liaise with the Taupo RSA for beverages and Port Decanters (ex navalman's assoc). Advise Luncheon with poster in the Taupo RSA and by means of President's nightly reports.
5.	Two weeks prior to Luncheon.	a. Collate number attending and confirm menu and numbers to Caterer. b. Advise placemat numbers required. c. Nominate veteran to say "Grace". d. Confirm host for guest speaker. e. Confirm the appointment of Dining President.
6.	Seven days prior to Luncheon.	a. Arrange with Taupo RSA/ Caterer/ Cadet Unit time for setting up of the Dining room. b. Arrange seating plan/name tags of top table. c. Confirm availability/ set up of Women's section portable speaker system.
7.	Day of Luncheon.	a. Supervise set up of Dining room incl space for Mobility persons. b. Arrange meeting guest speaker. c. Announce "Dinner is served".



TAUPO RSA TRUST INCORPORATED

STANDING OPERATING PROCEDURE 04-17

WELFARE SUPPORT SERVICES

Authority: Deed of Trust Clause 3.

1. The aim of RSA Welfare Support Services (WSS) in Taupo is to provide financial and equipment to support to needy Returned and Ex-Service personnel, their spouses & dependant families and Associate Members of the Taupo RSA Inc.
2. Welfare Support Services (WSS) for the RSA in Taupo may be provided by the Taupo RSA Trust Inc, Taupo Poppy Fund and the Taupo RSA Inc, as:
 - a. Taupo RSA Trust Inc and Poppy Funds – all Returned and Service personnel, their spouses and dependant families (whether they are members of the Taupo RSA Inc or not).
 - b. Taupo RSA Inc – Associate Members.
3. The WSS are managed by a single Joint Welfare Committee (JWC) which considers all requests for the provision of assistance, the provision of welfare equipment and the coordination of wider welfare from organizations such as, Veteran Affairs, RNZRSA, NoDuff and DIA regarding cemetery services.

Joint Welfare Committee

4. The JWC comprising the:
 - a. The Welfare Trustee, from the Taupo RSA Trust Inc (Convenor).
 - b. The President of the Taupo RSA Inc.
 - c. The Taupo RSA Cemetery Manager.
 - d. Office Manager, Taupo RSA Inc.
 - e. One member of the Taupo RSA Inc, as agreed by the President of the Taupo RSA and Taupo RSA Trust Inc.
5. The duties of the JWC are:
 - a. Consider all requests for assistance and based on the criteria detailed in this SOP, determine the type, level of assistance and which fund will meet the assistance.
 - b. Consider proposals for the acquisition of mobility and rehabilitative aids and make recommendations, as appropriate, to the Taupo RSA Trust Inc and Taupo RSA Inc.
 - c. Coordinate the provision of wider support services from outside agencies that may impact on Returned and Services personnel.
 - d. Manage, administer and coordinate the provision of RSA Cemetery services, through the Cemetery Manager.
 - e. Manage, with the assistance of the Taupo RSA Office Manager, the mobility and rehabilitative aids belonging to the Taupo RSA.

6. Meetings of the JWC will be held when needed and may be called by either the Convenor or President of the Taupo RSA Inc.
7. The decisions and recommendations of the JWC are to be determined by consensus and recorded on the Application form and by the Minutes of each meeting. Decisions are final and can't be overturned by either the Taupo RSA Trust Inc and Taupo RSA Inc.

Welfare Assistance

8. When considering welfare assistance, consideration and decisions must be based on 'must have', (not a 'should have' or a 'could have') or minimum needs to achieve an outcome. An example for clarification; basic spectacles with the necessary prescription and simple frames may be approved. Bifocals, tinted lenses, frameless lenses are not to be funded. A person wanting the latter is to be paid for the former and they then make up the difference.
9. All requests are to be contestable and a minimum of two quotes are required with the application form.
10. A maximum of \$2,500 and three (3) requests may be made by one individual in any calendar year.

Enclosure:

1. **Form: Application Form**