

UFBA MEMBER REPRESENTATIVE TERMS OF REFERENCE

November 2020

Objectives

1. To represent UFBA members as subject matter experts by contributing, participating, and advising on Fire and Emergency New Zealand working parties, submissions and reference groups when required.
2. This role is a representative role. You will be representing the views of the UFBA and its members, not your personal views or those of your brigade.

Terms of Reference

- As a representative of the UFBA you will be mindful that you are representing the interests of the whole membership.
- When you have a brief/agenda from Fire and Emergency NZ of the work the working party is engaging in, you should communicate this to the UFBA so they may advise you on the position of the UFBA regarding any areas of the work.
- You should always remember that the UFBA is committed to the principles of volunteerism and Clause 36 of the Fire and Emergency NZ Act, which ensures the needs and rights of the volunteers are respected and adhered to.
- Should, as part of the working party you are asked to endorse any part of the work in your role as UFBA representative, you must check with the CEO or Manger Membership Services of the UFBA before making the decision – so we can cross-reference it with other work and the general temperature of the UFBA.
- If you are unsure of a direction the working party is heading, and you feel that you cannot represent the full membership without first consulting with a wider group, contact the UFBA and additional consultation can be run – we will survey a wider group and quickly get back to you on an appropriate opinion.
- Within the working party, you should not commit to any other work on behalf of the UFBA outside the scope of the working group without first notifying the UFBA.
- You can only be a UFBA representative if you are appointed by UFBA Management and are listed in the UFBA representation register.

Communications

- Liaise with the CEO, Membership Services manager on all matters pertaining to the working group subject.
- Attend any meetings as requested on the subject.
- Assist, advise, recommend, and report on a regular, timely basis to the UFBA on matters pertaining to the subject.



Research and Development

- In liaison with the UFBA Office, research your topic so you are well informed.

Reporting

- Representatives must use the reporting template provided to report on all meetings within ten working days of the meeting's conclusion.

Costs

- Direct expenses incurred on meetings and travel are reimbursed by Fire and Emergency NZ. A Fire and Emergency NZ expense claim should be submitted to Fire and Emergency NZ as soon as possible after the expense is incurred. The UFBA office will provide appropriate secretarial support as required.

UFBA Contact

- Enquiries should be directed to Angela Christie, Membership Services Manager, phone 04 974 8373, 027 214 1678 or email angela@ufba.org.nz