

Fundraising Institute of New Zealand

BOARD PACK

for

FINZ 32nd Annual General Meeting

Thursday, 26 May 2022

12:00 pm

Held at:

Wellington

to be confirmed

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AGENDA

FINZ 32ND ANNUAL GENERAL MEETING

Name:	Fundraising Institute of New Zealand
Date:	Thursday, 26 May 2022
Time:	12:00 pm to 1:00 pm
Location:	Wellington, to be confirmed
Board Members:	Earle Wilkes, Ellie Gray, Gwen Green, Jim Datson, Katherine Richards, Michelle Berriman, Sarah Berman, Zeb Stone

1. Opening Meeting

1.1 Opening and Welcome 12:00 pm (3 min)

Welcome everyone to the meeting

1.2 Apologies 12:03 pm (2 min)

Gwen Green

To formally record any apologies from members unable to attend.

1.3 Proxies 12:05 pm (3 min)

Michelle Berriman

To record any proxies held by a member attending on behalf of another member.

1.4 Minutes of the 31 AGM held on Wednesday 9 June 2021 12:08 pm (3 min)

Gwen Green

To confirm and accept the Minutes of the 2021 Annual General Meeting as a true record.

Supporting Documents:

1.4.a	9 Jun 2021 Minutes in Review 31st Annual General Meeting .pdf	9
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1.5 Vote 12:11 pm (4 min)

MOTION: That the Minutes of the 31st AGM held on 9 June 2021 are accepted as a true and correct record of the meeting.

1.6 Minutes of SGM held on Thursday 4 November 2022 12:15 pm (3 min)

Gwen Green

To confirm and accept the Minutes of the SGM held on the 4 November 2021 as a true record.

Supporting Documents:

1.6.a	FINZ Nov 2021 SGM Membership Restructure draft minutes to be approved at AGM 2022.pdf	15
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1.7 Vote

12:18 pm (4 min)

MOTION: That the Minutes of the SGM held on 4 November are accepted as a true and correct record of the meeting.

2. Matters arising

2.1 Matters arising: Adoption of the Constitutional Rules

12:22 pm (4 min)

Jim Datson

There are a number of proposed changes to the Rules. The primary purpose of change is to ensure that we meet Charities Services definitions for maintenance of charitable status.

The Board recommends a motion to the membership:

"that the proposed changes to the Constitutional Rules of the Institute be endorsed for adoption and submitted to Charities Services for their acceptance."

Supporting Documents:

2.1.a FINZ Constit Rules change proposal 2022 final to AGM.pdf

18

2.2 Vote

12:26 pm (5 min)

MOTION: The Board recommends a motion to the membership

"That the proposed changes to the Constitutional Rules of the Institute be endorsed for adoption and submitted to Charities Services for their acceptance."

2.3 Matters arising: Adoption of the Codes

12:31 pm (5 min)

Jim Datson

The FINZ Codes of Ethics and Professional Conduct have been in need of review for some time. The attached represents proposed changes. There are two main distinctions between the attached and the current codes:

- the approach has been taken that 'ethics' are behaviours that apply to everyone. The three specific stakeholder groups to whom these predominantly apply are:
- those raising the money (Fundraising personnel)
- those receiving and utilising the funds raised (recipient organisations) and
- those contributing the funds (donors and grantors).

The section has therefore been drafted without reference to any one group. They are couched in terms of "This is ethical ... this is not" type language.

- The Codes of Professional Conduct have traditionally been prefaced with "The Fundraiser shall/shall not" which implies individual Member behaviours. With FINZ membership being broader these days, this section has been upgraded to "Members shall/shall not ..."

The Board recommends a motion to the membership:

"that the proposed Codes of Ethics and Professional Conduct be endorsed for immediate for immediate adoption."

Supporting Documents:

2.3.a	Codes of Ethics and Professional Conduct - to AGM.pdf	46
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2.4 Vote

12:36 pm (5 min)

MOTION: The Board recommends a motion to the membership

"that the proposed Codes of Ethics and Professional Conduct be endorsed for immediate for immediate adoption."

3. Reports to be accepted

3.1 Chair's Report

12:41 pm (5 min)

Gwen Green

A commentary for the year 2021 by Co Chairs Gwen Green and Jim Datson.

Supporting Documents:

3.1.a	AGM Co-chair commentary 2021- Gwen and Jim.pdf	56
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3.2 Chair of Finance, Audit and Risk Report (FAR)

12:46 pm (5 min)

Jim Datson

The Chair of the FAR (treasurer) will give a commentary of the financial position as of 31 December 2021.

Supporting Documents:

3.2.a	Treasurer Report.pdf	59
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3.3 Chief Executive Report

12:51 pm (5 min)

Michelle Berriman

A commentary of the year of 2021 by Chief Executive Michelle Berriman

Supporting Documents:

3.3.a	Chief Exec Report 2021.pdf	61
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3.4 Financial Performance Report

12:56 pm (5 min)

Jim Datson

Presentation of FINZ Performance Report for 2021.

Please find attached the certified performance report, together with the unqualified audit report.

Supporting Documents:

3.4.a	FINZ Performance Report signed.pdf	65
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3.5 Membership Report

1:01 pm (3 min)

Michelle Berriman

A membership report incorporating membership numbers as of the 31 December 2021 with supporting commentary. Prepared in collaboration by Finance Manager Linda Niven and Relationship Manager Esha Blade.

Supporting Documents:

3.5.a Membership Report for 2021.pdf	84
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3.6 Digital Annual Report

1:04 pm (2 min)

Michelle Berriman

A statistically summary and commentary of the digital analysis of 2021 provided by Minnie Finlayson the Digital Education and Marketing Manger. Digital report for activities in 2021.

Supporting Documents:

3.6.a Annual Report - Digital Analytics 2021.pdf	95
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3.7 Memembership Engagement Sub Committee Report (MESC)

1:06 pm (3 min)

Katherine Richards

An annual report from each Region summarizing activities and matters of interest and/or concern in respect of the Region. Report submitted bu Katherine Richards, Chair of MESC for 2021.

Supporting Documents:

3.7.a MESC Report 2021.pdf	99
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3.8 Ethics Committee Report

1:09 pm (3 min)

Jim Datson

Report from FINZ Ethics Committee for the year of 2021 provided by Carol Painter, Chair of the FINZ Ethics Committee.

Supporting Documents:

3.8.a FY2021 Report from FINZ Ethics Committee.pdf	100
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3.9 Vote

1:12 pm (5 min)

MOTION: That the Reports from the Co- Chairs, Chair of FAR, Chief Executive, Financial Performance Report, Membership Report, Ethics Report and MESC as circulated be accepted by members.

4. Appointment of Auditor

4.1 Appointment of Auditor

1:17 pm (2 min)

Michelle Berriman

There is a desire to review the current providers of our audit following excessive and in the Treasurer's opinion unnecessary pedantry and ill-timed questions that allowed no time left for discussion if the accounts were to be presented to the AGM complete with an audit certificate for the 2021 financial year.

The consequences of the current audit concluding and the conducting of this AGM, has provided insufficient time to review, seek and consider alternative providers.

It is requested that Members authorize the Board to explore audit options for this current financial year and to appoint Auditors that best meet the needs of the Institute and its reporting obligations. This process will include but not be limited to the current auditor.

4.2 Vote

1:19 pm (3 min)

Motion: That Members authorise and delegate to the Board responsibility to research and appoint an auditor to meet the obligations of the Institute with immediate effect in relation to the current financial year.

(If the motion looks difficult to pass, an amendment may be workable by way of:

- seeking independent endorsement of the Board recommendation by the Fellows, or if that does not look likely to be acceptable
- by way of a special general meeting

5. FINZ Board 2021/2022

5.1 FINZ Board Regional Representatives

1:22 pm (3 min)

Katherine Richards

The three regional board elected members will be announced.

5.2 FINZ Board 2022

1:25 pm (5 min)

Michelle Berriman

FINZ had four vacancies to fill this term.

Following the call for nominations FINZ received six nominations.

A member vote was held.

The incoming members of the FINZ board will be announced.

The three board positions elected by regional committees will be announced.

Jim Datson and Zebedee Stone will remain in position following the appointment of their two year term which was announced in 2021.

The FINZ Board will meet immediately after the AGM to form the meeting of the first new board and to elect the office bearer appointments.

The membership will be informed as soon as possible as to who those appointments are.

6. Annual membership subscriptions

6.1 Annual membership subscriptions

1:30 pm (2 min)

Michelle Berriman

There will be no changes to fee of membership subscriptions in 2021.

7. Any general business

7.1 Current Membership of the Ethics Committee

1:32 pm (2 min)

Michelle Berriman

Ethics Committee members 2022 are:

Fraser Alexander

Jo Dowling

Dominique Leeming FFINZ

Fiona McPhee FFINZ

Carol Painter FFINZ

Chair of Ethic committee: Carol Painter FFINZ

8. Close of meeting

8.1 Close of meeting

Next meeting: No date for the next meeting has been set.

MINUTES (in Review)

31ST ANNUAL GENERAL MEETING

Name:	Fundraising Institute of New Zealand
Date:	Wednesday, 9 June 2021
Time:	12:00 pm to 1:16 pm
Location:	Zoom Meeting, Zoom
Board Members:	Earle Wilkes, Ellie Gray, Gwen Green , Katherine Richards, Michelle Berriman, Sarah Berman, Zeb Stone, Jim Datson
Attendees:	John Godfrey, Laura Coleman, Linda Niven, Minnie Finlayson, Tamla Klinac

1. Opening Meeting

1.1 Opening and Welcome

John Godfrey and Michelle Berriman welcomed everyone to the 31st Annual AGM

In attendance:

Michelle Berriman

John Godfrey

Minnie Finlayson

Tamla Klinac

Linda Niven

Ellie Gray

Tamla please can you add all the other names

1.2 Apologies

Apologies

Lydia Hemmingway

Diane Armstrong

1.3 Proxies

Sarah Berman had a proxy vote for Gwen Green

A question was submitted around the voting rights for corporate members.

After a check it was indeed concluded that corporate members do get one vote.

1.4 Minutes of the 30th AGM held on the 26th August 2020

1.5 Vote



That the minutes of the 30th Annual General Meeting held on 26th August 2020 are accepted as true

Nicki Sayers moved

Greg Miller Seconded

Decision Date: 9 Jun 2021

2. Matters arising

2.1 Matters arising: Adoption of the Constitution and Rules

2.2 Vote



That draft Constitutional rules for FINZ are adopted by members.

Adopted in favour

Decision Date: 9 Jun 2021

Mover: Katherine Richards

Seconder: Ellie Gray

Outcome: Approved

3. Reports to be accepted

3.1 Chair's Report

John Godfrey gave a high level overview of key points of his report, in particular thanking our supporters and donors, as well as the FINZ team for their commitment to FINZ during a challenging year.

3.2 Executive Director's report

Michelle Berriman gave a brief overview of the highlights from her report, highlighting in particular the reasons why we can see a significant decrease in membership numbers.

3.3 Financial Performance Report

Michelle Berriman took papers as read but highlighted the surplus for 2020 and reflected on the growth of the accumulated funds over the last 3 years.

3.4 Membership Report



Question from Tilda Bostwick

A question was submitted from a member prior to AGM.

“Why is the membership of FINZ dropping again for the 3rd year in a row?, this time down another 40 members to a total of 335. If the number of fundraisers attending educational programmes has doubled over the last year to 1800, then why has membership not increased? What is the strategy and aim for 2021?”

Tilda Bostwick

Due Date: 9 Jun 2021

Owner: John Godfrey

Thank you Tilda

- Membership declined by approx. 40 members in 2020
- Over 50% were individuals. The rest were Tier 2 and below Organisational members
- We made a conscious decision not to follow up renewal invoices at end of March/April due to lock down

Education doubled as we provided all education free to all members and non members

- We achieved 80% retention of members in 2021 membership renewals
- To date we have achieved 92% of 2021 budgeted income for membership
- To date we have recruited over 40 new members for 2021
- We have introduced a new “Micro” and “ No cost” membership of FINZ for 2021 to extend our reach and addresses inclusive and affordable access for all
- We will continue to promote membership through building a compelling value proposition supported by good marketing material that will attract fundraisers from across sectors – social service, education, arts etc.

3.5 Vote



That all reports circulated are accepted

That the reports from the Chair, the Executive Director, the Financial Performance Report and the Membership Report as circulated be accepted by members

Moved

Seconder

Decision Date: 9 Jun 2021

Outcome: Approved

4. Appointment of Auditor

4.1 Appointment of Auditor



Appointment of Auditor

That Moore Stephens Markhams Wellington be appointed as auditors for the 2021 year.

Decision Date: 9 Jun 2021

Outcome: Approved

5. New Board Members

5.1 New Board members

FINZ welcomes two new Board members this year

- Jim Datson FFINZ
- Zebedee Stone

6. Regional activities

6.1 Adoption of Regional AGM minutes 2020



Adoption of Regional AGM minutes from 2020

John reminded members that under the new Constitution rules, regional AGM are no longer a requirement and as such these will be the last regional minutes that will be approved at an AGM.

Decision Date: 9 Jun 2021

Outcome: Approved

6.2 Regional Reports

Regional reports were available for review online.

6.3 Regional Representatives

Kia ora to all the dedicated and passionate fundraisers across New Zealand. The Membership Engagement Subcommittee (MESc) is made up of the chairs of the 4 FINZ regions and the purpose is to drive the development of Regional networking and development programmes. As chair of this sub committee of the board / representing the regions across New Zealand It's my pleasure to announce the chairs for the regions as elected by their committees:

Northern – Sarah Berman

Central – Katherine Richards

Southern – Laura Coleman

Otago/southland – Jude McCracken

Thank you to everyone who showed an interested in joining the committees. These have now been finalised and will be published on a new page on the FINZ website in the coming weeks.

The regional committees are here to assist you be the best fundraisers you can be and help you make the most out of your FINZ membership. Our new roundtable events are an exciting peer led event and our networking events aim to bring together suppliers and colleagues to connect, share and learn within our industry.

Watch out for the next event in your region. Alternatively, if you live too far away for an event the FINZ learning lunches continue to be online for you to access anywhere across New Zealand.

7. Annual membership subscriptions

7.1 Annual membership subscriptions

Michelle Berriman explained that the FINZ Membership working group has reached some conclusions and recommendations around some changes to our membership fee structure. The

changes proposed tightens up our structure in a way that better aligns with our counterparts overseas and locally.

A question was asked from Laura Coleman as to when this SGM will be held.

Michelle Berriman responded that she would like to hold this meeting in early October.

A member suggested through the chat box that it could possibly be held at Conference in September.

7.2 Vote



That changes to membership fees with be referred to a SGM later in 2021

Moved - Tilda Bostwick

Seconded -

Decision Date: 9 Jun 2021

Outcome: Approved

There were three organisational votes that rejected the decision to adopt the motion.

8. Any general business

8.1 Current Membership of the Ethics Committee

Rebecca Scelly has resigned from the Ethics Committee

The Committee Members for this year will be

Carol Painter FFINZ – Chair of Ethics Committee

Jo Dowling

Fiona McPhee

Fraser Alexander

Dominique Leeming

9. Close of meeting

9.1 Close of meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
3.4	Question from Tilda Bostwick Due Date: 9 Jun 2021	John Godfrey

Signature: _____

Date: _____



Special General Meeting

MINUTES

4 November 2021

Start 12.01 pm, 4 November 2021

VIRTUAL Meeting (Recorded)

In attendance (67)

Meeting Chair:

Jim Datson – Board Co-chair

Staff in attendance:

Michelle Berriman (Executive Director)

Minnie Finlayson

Tamla Klinac

Esha Blade

Members in attendance:

Adam Ford

Alanah Gilder

Alison Duncan

Amanda Stanes

Annabel Lush

Anthony de Rose

Belinda van der Monde

Bobbi Oliver

Carol Painter

Clare Bridle

Clive Pedley

Denise Aquino

Dominique Leeming

Emma Zigan

George Anderson

Gwen Green

Isobell Tregoweth

Jim Datson

Jo Dowling

Katherine Richards

Kathryn Michie

Laura Coleman

Letticia Mincham

Liam Willis

	Linda Grigg Lydia Hemingway Nadia Steenkamp Nicki Sayers Rebecca Scelly Sarah Barrer Sarah Berman Sarah Ibbs Stephanie Maitland Tony King Natasha McD Patricia Mackenzie
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1. Welcome

Michelle Berriman welcomed everyone at 12:01 pm and got the meeting started.

Jim welcomed and thanked the attendees.

Michelle introduced the staff of FINZ.

2. Apologies and Proxies

The following apologies and proxy votes were noted:

APOLOGIES

Errol Pike

PROXY VOTES

John Godfrey – Jim Datson (Co-Chair)

3. Document

The following document had been circulated to members:

1. Membership of the Fundraising Institute of New Zealand: Membership Restructure recommendations 2021

Jim suggested that all Reports be taken as read and asked if there were any questions regarding the Reports.

A question was raised regarding government funding being classified as part of the fundraising revenue brackets used to discern membership bands.

Jim answered that this is not included if it is reported as government grants and funding in the report for Department of Internal Affairs. Stating the rules are clear on this and auditors would

ensure that these amounts are reported under the correct heading, not fundraising income. This was accepted.

A further question was submitted to clarify the above. As some charities receive up to 70% funding to carry out their services, by contract, not grants.

Jim answered that contract income should not be reported at fundraising income in performance reports that are logged with Charities Services. Correct reporting would not class this as fundraising revenue.

A question was raised asking what membership type consultants will be in and whether they had voting rights.

Jim answered that they can be individual members with full voting rights and the ability to sit on regional committees and the board. Alternatively, a supplier membership carries the same voting rights but does not allow for board membership. Eligibility for fellowship from supplier category would potentially require more scrutiny.

A question was raised about extreme ranges for brand collective membership.

Michelle answered that these will be determined by uptake within the organisation. Michelle states that, for example, if 60% take up membership there will be a proposed rate and if 80 or 100% participate, the rate could be different. Fair and relative pricing would be implemented.

MOTION: *That the proposed changes outlined to redefine and update membership categories, labels, bands and subscription rates be adopted for immediate implementation to apply from 1 January 2022*

*Proposed: Ellie Gray : Lydia
Hemingway
MOTION CARRIED
(UNANIMOUSLY)*

10. Close of Meeting

Jim thanked all those in attendance for participating in the SGM and affirmed the recording and minute taking of the meeting. Michelle thanked all for attending and involving themselves in the process of decision making. Michelle thanked Jim and FINZ office team for their work in producing this meeting.

Meeting closed at 12.38 pm.

Constitutional Rules

Fundraising Institute of New Zealand Incorporated

Amended and reprinted 2022

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1. Name

- 1.1 The name of the organisation is Fundraising Institute of New Zealand (Incorporated).

2. Definitions and interpretations

- 2.1 In these Rules unless a contrary intention is expressed:

Appeal Officer means a person appointed by the FINZ Board to conduct an appeal arising out of a decision made by the Ethics Committee in response to a complaint investigated under the FINZ Complaints process.

Board means the **Board** of the Institute.

CEO means the chief executive officer or general manager or other such title of the senior-most employee of the Institute determined by the Board.

Chair means the person who leads the Board solely or in a Board approved Co-Chair arrangement where the responsibilities of each Co-Chair are Board approved

Code of Ethics means a code of ethics published by the Institute.

Code of Professional Conduct means a code of professional conduct published by the Institute

Company means an entity incorporated under the Companies Act 1993 and/or established for the purpose of generating profit for pecuniary gain

Complaint means a notice in writing in prescribed form sent by any person to the Institute concerning an alleged breach of any part of the principles or codes, outlined in this document

Complainant means a person who makes a formal complaint to FINZ

Days means working days, being those days during which the office of the Institute is open for normal business

Deputy Chair means a person so elected to such a position by the Board to support the work of the Chair or Co-chairs with assigned responsibilities approved by the Board

Defendant means Member of FINZ who is alleged to have breached the FINZ Code of Ethics and/or FINZ Code of Professional Conduct who is the subject of a formal complaint.

Donation means a voluntary contribution (a gift) of money, property or goods or services to a community or charitable organisation for the purpose of furthering that organisation's objects (it does not include a transactional contribution, ie an agreement which stipulates something in return eg sponsorship, a business partnership)

Donor means a person or other entity that makes a voluntary contribution of value to an organisation to further the organisation's objects. A donor includes an individual or entity that has previously made a donation. (A donor does not include a transactional contribution, ie an agreement which stipulates something in return eg sponsorship, a business partnership)

Emergency situation means any event that impacts on the ability of the Institute to operate under normal rules and procedures, be they from external sources such as but not limited to health regulations, or from internal sources such as but not limited to Board inability to carry out the functions prescribed in these Rules

Ethics Committee means a committee constitutionally established by the Institute Board to investigate and make determinations on complaints received by the Institute.

Fellow means a person appointed to membership at that grade under Clause 4.4.4

Financial voting Member means a Member meeting the criteria set out in Clause 6.2

FINZ means Fundraising Institute of New Zealand Incorporated.

Formal Complaint means a notice in writing sent by any person to the Institute, by way of a completed Institute Complaints Form, concerning an alleged breach of any part of the Institute Code of Ethics and/or the Institute Code of Professional Conduct.

Fundraiser means a fundraising practitioner, company or organisation, tasked with carrying out activities, whether for remuneration or voluntarily, for the purpose of raising funds to benefit a community or charitable organisation for application in pursuit of the organisation's objects

Fundraising the act of raising funds through donations or other fundraising-related activities on behalf of a community or charitable organisation

General meeting means either an Annual General Meeting or Special General Meeting

Institute means the Fundraising Institute of New Zealand Incorporated

Individual Member means any individual whose work is primarily associated with the conducting or managing fundraising activity on behalf of one or more recipient organisations as defined in Clause 4.4

Member means a member of the Fundraising Institute of New Zealand defined in Clause 4.4 of these Rules

Month" means calendar month

Not for profit organisation means voluntary, charitable and humanitarian agencies engaged in work to benefit humankind, the environment, or animal welfare without any pecuniary gain to the organisation, or their Trustees, employees, volunteers or any other persons associated with that organisation

Object means the way in which an organisation's constitutional documents define its purpose which determines the purpose for raising revenue

Officer means any member of the Institute Board, or duly appointed member of the Ethics Committee

Organisation means an entity, established for a purpose other than profit and/or to benefit communities, incorporated under legislation including, but not limited to, the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957 as referred to in under Clause 4.4

Professional Misconduct means behaviour, whether or not committed intentionally, that is a violation or breach of the Ethical Principles, Code of Ethics and/or Code of Professional Conduct as described in this document that has serious adverse consequences to a complainant, an organisation engaging in fundraising or the Fundraising Institute of New Zealand.

Region means such smaller defined geographical areas as the Board may from time to time determine

Secretary means the person who is elected or otherwise appointed by the Board, acting as Secretary for the Board

Supplier Member means a third party supplying goods or services for payment to an organisation engaged by a community or charitable organisation in order to meet fundraising purposes as defined in Clause 4.4

The Act means the Incorporated Societies Act 1908 or its successors

The Regulations mean the Regulations under the Incorporated Societies Act 1908 or its successors

Treasurer the person who is elected or otherwise appointed by the Board, acting as Treasurer

Unsatisfactory Conduct means conduct that is neglectful of the Ethical Principles, Code of Ethics and/or Code of Professional Conduct as described in this document that has adverse consequences to a complainant, an organisation engaging in fundraising or the Fundraising Institute of New Zealand that is below the threshold of Professional Misconduct

Voting Member includes Individual, Organisation, and Supplier Members and Fellows as defined in these Rules

2.2 In these Rules:

2.2.1 words referring to persons include firms, partnerships, companies, corporations and not-for-profit organisations;

2.2.2 where the context permits, words referring to the singular also refer to the plural and vice versa and words signifying gender also refers to any gender.

3. Objects of Institute

3.1 The Fundraising Institute of New Zealand's adopted mission is to "inspire, create and strengthen confidence in giving and generosity across Aotearoa New Zealand that leads to positive impact.

The main objects of the Institute are to provide education to ensure ethical fundraising practice that benefits the public through the work and endeavours of recipient organisations; and to enhance the efficiency and effectiveness of the charitable and not-for-profit sectors. This is to be achieved:

- 3.1.1 on an individual level, in the better performance of professional fundraising endeavours by providing education in best practice methods and techniques;
- 3.1.2 on an organisational level, by representing the interests of fundraising to government and to the community at large, giving assurance that fundraising is carried out ethically and to professional standards;

by establishing standards and ethics to generally advance the quality of fundraising practice; most particularly by requiring Members to commit to compliance with the Institute's Code of Ethics and Code of Professional Conduct; by providing education and information to, and about fundraising, to Members and other interested parties.

- 3.2 To generally advance the professional standards of fundraising, the Institute will undertake a number of functions, including:
 - 3.2.1 provide education, whether delivered in person or via electronic or other communications, to improve standards of fundraising practice in the charities and not-for-profit sector;
 - 3.2.2 establish and promote codes of ethics and professional conduct for Member adherence, and for the education of non-members, engaged in the raising of funds or conducting of appeals for charitable, philanthropic, religious, educational or other purposes for the public good;
 - 3.2.3 inform and advocate to organisations, companies, other bodies and the general public to bring about a better understanding of the fundraising profession and ethical methods and practices in the raising of funds or the conduct of appeals for charitable, philanthropic, religious, educational or other purposes for public good;
 - 3.2.4 educate the general public about the general principles of fundraising and encourage and assist them to make informed decisions about their charitable contributions which give them confidence that their contributions are being used appropriately;
 - 3.2.5 give assurance to the general public that those people and organisations that are members of the Institute are conducting fundraising activities using ethical processes that meet the Institute's codes of ethics and professional conduct;
 - 3.2.6 provide a means for people to lodge complaints against Members of the Institute if they perceive that ethical or professional conduct has been breached, and to investigate such complaints and hold Members who are found to have infringed those codes accountable for their actions;

- 3.2.7 support charities and not-for-profit organisations in their efforts to raise funds for their cause which, in turn, benefits the general public and communities assisted by those charities and not-for-profit organisations;
- 3.2.8 support, advocate for, oppose or influence any actual or proposed legislation which might affect the interests of ethical fundraising standards, the Institute, its Members or the fundraising profession in general;
- 3.2.9 support and encourage commitment to the principles of Te Tiriti o Waitangi and to the embedding of equity, diversity and inclusion best practice.
- 3.2.10 publicise the Institute's activities to Members, government, other bodies and the general public using all suitable channels.
- 3.2.11 prepare, edit, publish or distribute by sale or otherwise, books, journals, newspapers, audio visual material or other publications;
- 3.2.12 form and maintain a library or libraries containing books and other publications in either physical or electronic form, of interest to people and organisations engaged in fundraising;
- 3.2.13 appoint delegates or representatives to any other body concerned with similar aims and objects as the Institute;
- 3.2.14 do all such other things as are conducive to the attainment of the objects of the Institute.

4. Membership

- 4.1 Membership of the Institute shall comprise any person on whom membership has been conferred in accordance with these rules.
- 4.2 All Members of the Institute shall promote the interests and objects of the Institute and shall do nothing to bring the Institute into disrepute
- 4.3 All Members shall be obliged to declare any conflict of interest, be it monetary or not, in order for that conflict to be able to be determined material or not, in respect of the Member's potential for participation in or determination on any matter
- 4.4 Membership categories are as follows:

- 4.4.1 **Individual:** Membership may be conferred upon a person who has substantial involvement in or direct responsibility for the fundraising activities of a not-for-profit organisation or charitable organisation or held such a position and who has previously held such a position and has continued to work substantially in the field of fundraising in either a general management, governance, contractor, consulting or supplier to the fundraising industry capacity. Members hold full voting rights and are eligible to hold Regional Committee and Board office.
- 4.4.2 **Organisation:** Membership may be conferred upon not-for-profit organisations engaged in fundraising. Organisation Members hold full voting rights and are eligible to hold Regional Committee and Board office.
- 4.4.2.1 **Organisation Members' Voting Rights:** An Organisation Member shall appoint a representative of the organisation to represent it at General Meetings of the Institute and such person shall be entitled to the same voting rights as two Individual Members. Such person may hold elected or appointed positions on a Regional Committee and/or Institute Board, including a position of Office-bearer but shall in any of those capacities be entitled to one vote.;
- 4.4.2.2 **Employees of Organisation Members:** Membership benefits will be extended to employees who are directly engaged in fundraising (either paid or volunteer) of Organisation Members. Unless they are the Organisation Member's representative or hold a personal Individual Membership, they do not have voting rights. However, they are eligible to hold Regional Committee and Board office if so authorised by the Organisation Member instead of the Organisation Member referred to in 4.4.2.1 above.
- 4.4.2.3 **No Automatic Organisation Membership:** Organisations that only employ Individual Members as defined in 4.4.1 do not automatically gain the right to promote themselves as Organisation Members
- 4.4.4 **Supplier:** Membership may be conferred to any commercial Company or person or persons that supplies goods or services utilised in the advancement of fundraising practice or activity
- 4.4.4.1 **Supplier Members' Voting Rights:** A Supplier Member shall appoint a representative to represent it at General Meetings of the Institute and

such person shall be entitled to the same voting rights as an Individual Member and shall be eligible for election to a Regional Committee or appointment to a Board Committee but ineligible for election or appointment to the Board;

4.4.4.2 Employees of Supplier Members: Membership benefits will be extended to employees (either paid or volunteer) of Supplier Members who are directly engaged in supplying goods or services applied to an organisation's fundraising. Unless they are the Supplier Member's representative, they do not have voting rights and cannot be eligible to hold office;

4.4.4.3 No Automatic Supplier Membership: Organisations that only employ Individual Members as defined in 4.4.1 do not automatically gain the right to promote themselves as Supplier Members

4.3.5 Fellow: Fellowship of the Institute may be conferred in accordance with these Rules on a Member (or a paid or volunteer employee of a Member) who has for not less than ten (10) years demonstrated outstanding leadership or professional contribution within the Institute or the fundraising profession.

4.3.6 Honorary: Honorary membership may be conferred upon a person, not necessarily a fundraising professional, who because of distinguished, generous or otherwise meritorious services to fundraising deserves to be honoured by the Institute. Honorary Members are not required to pay membership subscriptions, hold no voting rights and are not eligible to hold office.

4.4 The Institute shall maintain a current register of all Members, including their names, addresses and contact details

4.4.1 On request, Members shall be given a copy of the information held on the membership register relating to them or other material which is lawful or reasonable for a Member to have access to.

4.4.2 The Institute shall not sell or otherwise make available a copy of its register or membership details to any third person or organisation other than that publicly available in the Institute's web-site.

5. Admission of members

- 5.1 Persons who are eligible to do so may apply in writing including email on any prescribed form to become Individual, Organisational or Supplier Members, unless they have previously held Membership status within the Institute, or within a similar overseas fundraising organisation that is formally recognised by the Institute, in which case application may be made for recognition or reinstatement of membership.
- 5.2 Each Member and category of Member except for Honorary Members shall be bound to the Code of Ethics and Code of Professional Conduct of the Institute as a condition of admission to and continuation of their membership.
- 5.3 The Board shall have absolute discretion whether to approve or decline any application for membership, and shall not be bound to give any reasons for so doing.
- 5.4 Nomination for a Member to be made Fellow must include endorsement from a minimum of 2 Members from any Region as long as those endorsing Members are not from the same organisation or employing body as the nominee. Nominations can either be submitted via a local Regional Committee or direct to National Office. The nomination shall contain such details as necessary to support it. Nominations will be forwarded to a committee of current Fellows who will have the opportunity to make a recommendation to the Board. The Board will then consider all available information and make the final decision on conferment of a Fellowship or otherwise. A Fellowship may formally lapse or be rescinded upon recommendation of the committee of current Fellows and the resolution of the FINZ Board.
- 5.5 Honorary Membership may be conferred by the Board at its sole discretion on the recommendation of not less than three (3) voting Members which shall contain such details as shall be necessary to support it.

6. Annual subscriptions

- 6.1 The Annual General Meeting of the Institute on the recommendation of the Board shall determine the amount of the annual subscriptions payable by the various categories of Members of the Institute to be applied as from the commencement of the next financial year.

- 6.2 A voting Member shall not be entitled to exercise voting rights or otherwise take advantage or rights of membership until they have paid their annual subscription including any arrears.
- 6.3 Payment of subscription by a new member will be for the existing financial year which commences 1 January. Any new Member that joins during the year is entitled to have their subscription prorated to the nearest forward month and must pay the subscription due for that year within 60 working days of receipt of admission.
- 6.4 The Board shall have the right to remit all or part of a Member's fees on compassionate or hardship grounds.
- 6.5 The Board shall have the right to remit all or part of a Fellow's membership fees once they have retired from active employment. The Board may, at its sole discretion grant a Fellow of distinguished service to the Institute the status of Fellow Emeritus.

7. Use of Institute logo and name

- 7.1 Subject to the provisions of this Rule voting Individual Members shall be entitled to describe themselves as a Member (MFINZ) or Fellow (FFINZ) or Fellow Emeritus (FFINZ Emeritus) of the Institute and use those letters after their name according to the status to which they are entitled.
- 7.2 The logo and insignia of the Institute is governed by the Board and may not be used by Members either on their own stationery or otherwise for private gain or enhancement without approval of the Board.

8. Public statements

- 8.1 The CEO or another person(s) authorised by the Board shall be the official spokesperson(s) for the Institute. No other Member of the Institute shall make a public statement purporting to represent the views, attitudes or official position of the Institute or take individual action purporting to be taken on behalf of the Institute on any matter unless specifically approved or delegated to do so by the CEO.

9. Lapse, Suspension or Termination of membership

- 9.1 A Member of the Institute shall cease to be a Member if:
 - 9.1.1 they die
 - 9.1.2 they are adjudicated bankrupt or assign their estate for the benefit of creditors
 - 9.1.3 they resign their membership
 - 9.1.4 they fail to pay any sums due to the Institute for membership dues for 3 calendar months from the start of a new financial year after notice in writing from the Institute requiring them to pay
 - 9.1.5 their membership is terminated pursuant to the provisions of these Rules.
- 9.2 Membership may be suspended or terminated under the following conditions
 - 9.2.1 suspension may be imposed where a Member has engaged in conduct which is contrary to the Institute's Rules as determined by the Board, or where a formal complaint which has been investigated in accordance with the Institute's Complaints Process concludes that a Member has acted in a manner that constitutes unsatisfactory conduct;
 - 9.2.2 termination may be imposed where a Member's actions bring the Institute into real or potential disrepute or a formal complaint which has been investigated in accordance with the Institute's Complaints Process concludes that a Member has acted in a manner that constitutes professional misconduct.
- 9.3 Any Member wishing to resign from the Institute may do so by sending their resignation in writing to the Secretary.
- 9.4 Any Member ceasing to be a Member of the Institute for any reason whatsoever nevertheless remains liable to the Institute for all moneys which have become due by them prior to their membership ceasing.
- 9.5 Any Member ceasing to be a Member of the Institute must forthwith return any property of the Institute in that person's possession or under that person's control including deleting all electronic materials, information or communications in their possession.
- 9.6 Upon cessation of membership the provisions of Clause 7 are withdrawn and a Member may not hold themselves out as Members and all use of the name or logo of the Institute

must be withdrawn. Nor may such person disclose any confidential information relating to the Institute or to any other Member of the Institute.

9.7 The obligation under Rules 9.4, 9.5 and 9.6 shall survive termination of membership.

9.8 Any person whose application for membership is declined is eligible for a refund of any fee paid less a deduction for administration. Any person who resigns or whose membership is terminated is not entitled to a refund of any part of their membership fee.

10. Control of the Institute

10.1 The Board governs the Institute on behalf of its Members who constitute the Institute's ultimate decision-makers.

10.2 To ensure the efficient administration of Institute matters, the Board will appoint a CEO who will employ further support resource within constraints imposed by the Board.

10.3 The Board may create such Regions comprising defined geographical areas within New Zealand as it may from time to time determine.

11. The Board

11.1 There shall be a Board comprising:

11.1.1 three members to represent Regions as determined by the Board upon recommendation from the Member Engagement and Support Committee providing that there may only be one representative from any one Region.

11.1.2 not more than six (6) voting members elected by the voting members.
Nominations for such vacancies shall be called by the Secretary no fewer than thirty (30) working days prior to the Annual General Meeting and all such nominations must be received by the Secretary no fewer than twenty (20) working days prior to the date of the meeting. In the event of the number of nominations exceeding the number of vacancies the six (6) voting members shall be elected by postal or email ballot with ballot papers distributed no fewer than fifteen (15) working days prior to the Annual General Meeting. The ballot shall close no later than forty-eight (48) hours prior to the Annual General Meeting and the result declared to that meeting. In the event of a tie the successful voting member shall be determined by lot.

- 11.1.3 The CEO is a non-voting member of the Board and shall have custody of The Common Seal and all books, documents and securities of the Institute: and shall act as Returning Officer to conduct all elections in a manner that is fair and encourages the fullest possible participation of Members eligible to vote.
- 11.2 The Officers of the Board shall comprise the Chair or Co-chair, one of whom shall be the head of the Institute, and/or Deputy Chair and also a Secretary and Treasurer. They shall be elected by the Board-elect from among the members referred to in Rule 11.1.1 and 11.1.2 at a meeting to be held for this purpose immediately prior to the Annual General Meeting of the Institute.
- 11.2.1 They shall hold that office for two (2) years from the conclusion of the meeting of the Board held to determine Officer election and are eligible for re-election to that office for a maximum of two (2) further terms, holding their office for a maximum of six (6) years consecutively.
- 11.2.2 An Officer may resign their position as an Officer and be appointed to an alternative Officer role that has been vacated or as a Member of the Board upon Board approval or resign from the Board
- 11.2.3 In the event that an Office becomes vacant, the Board may appoint another member of the Board to the vacancy or assign the role of that Office to another Officer in addition to that Officer's current Office providing that such appointee shall be eligible to continue in that role only until the Annual General Meeting to which the original appointee was due for re-election.
- 11.3 The Chair shall have such duties and powers as may be reasonably required to enable him or her to properly oversee the business of the Institute.
- 11.4 The Deputy Chair shall assist the Chair to carry out his or her duties as defined by the Board and shall exercise all the powers and duties of the Chair in his or her absence
- 11.5 Members of the Board elected pursuant to Rules 11.1.1 and 11.1.2 who are not Officers of the Board shall hold office for a term of two (2) years but shall be eligible for re-election for not more than two (2) further consecutive terms, sitting as a Board member without Office for a maximum of six (6) consecutive years.
- 11.6 The Board shall have power to co-opt to fill vacancies in the event insufficient nominations are received pursuant to Rule 11.1.2 or to fill a vacancy created by the resignation of an elected member. In order to fill such vacancies, the Board shall be entitled to co-opt Members of the Institute who hold appropriate qualifications for the

position as determined by the Board from time to time. Such places will be deemed vacant at the next election at which that vacancy would have fallen due.

- 11.7 The Board shall have the power to appoint a Region representative upon recommendation from the Member Engagement and Support Committee in the event that one or more appointed Members pursuant of 11.1.1 elects to resign from their role on the Board
- 11.8 In the event that the number of Board members entitled to attend a Board meeting falls below five in number excluding the CEO it will be the responsibility of remaining Board members to invoke their authority under 11.6 or 11.7.
- 11.9 The Board may co-opt up to two additional persons to the Board for a specific purpose or for a limited period, or generally until the next annual general meeting and any person so co-opted shall have all the obligations, rights and privileges of a Board member
- 11.10 The Board may appoint such subcommittees of the Board as are considered necessary or expedient. The Board may delegate any of its powers to such subcommittees and in the exercise of its powers the subcommittee shall conform to any regulations imposed on it by the Board. The Chair and/or Deputy Chair shall be ex officio members of all committees of the Board except for the Ethics Committee as outlined in Clause 11.12 below.
- 11.11 The Chair or a Co-Chair, Deputy Chair and CEO may attend and speak at all Regional meetings.
- 11.12 Ethics Committee. The Ethics Committee is an independent committee of the Board responsible for investigating formal complaints received by the Institute against Members in accordance with the procedures described in Schedule A.
 - 11.12.1 The Ethics Committee shall comprise five members
 - 11.12.2 The Board shall be responsible for identifying appropriate prospects for appointment to the Ethics Committee and for their recruitment and appointment; including replacement of Ethics Committee members who might resign during their current term, should the number of members fall below 11.12.1 levels
 - 11.12.3 Members of the Ethics Committee shall be bound by the Ethics Committee member Position Description including maintaining the principles of impartiality and natural justice and shall in return be indemnified by the Institute against any claim arising from the

Committee's processes or any conclusion drawn from their investigations and hearings

- 11.12.4 Members of the Ethics Committee shall not be Institute Board members and shall be appointed by the Board and hold office for one (1) year but shall be eligible for re-appointment in any subsequent year. The Board will also appoint the Chair of the Ethics Committee. The Chair does not necessarily need to be a Member of the Institute. The Board shall also appoint an independent Appeal Officer in the event that a finding of the Ethics Committee is appealed
- 11.12.5 The Board shall receive, consider and approve recommendations from the Ethics Committee to proposed changes to the Codes of Ethics and Code of Professional Conduct; and shall delegate to the Ethics Committee the task of reviewing the Codes and the Institute's complaints processes no less than every three years
- 11.12.6 The Board may publish best practice guidelines in respect of fundraising activity and will undertake to have these reviewed, amended, added to or deleted on a frequency of not less than every ten years. Best practice guidelines do not form part of the Institute's Code of Ethics or Code of Professional Conduct

12. Proceedings of the Board

- 12.1 The Board shall meet not less than three (3) times each year at such times and places and by what means including in person or by telephone and video conferencing meetings as it may from time to time decide and its meetings will be chaired by the Chair or in her/his absence by the Deputy Chair. Should the Chair and Deputy Chair be absent then a Chairperson shall be appointed from among those present at the meeting.
- 12.2 A majority of the Board members including the CEO shall constitute a quorum. In the event that no quorum is achieved, then discussion may ensue but no decisions can be made or enacted.
- 12.3 Upon written application from at least three (3) Board members the Secretary shall convene a meeting of the Board. Any such meeting must be held within twenty (20) working days of the date of receipt of such requisition and shall attend solely to the stated business of the meeting.

- 12.4 Except as otherwise stated in these Rules, all matters for determination by the Board whether in meeting, by postal or email ballot or otherwise shall be decided by a majority of those voting providing the number voting exceeds those required of a quorum unless 11.8 is invoked. The Chair or other person presiding shall have a deliberative vote but not a casting vote and in the case of an equality of votes the motion shall be deemed lost.
- 12.5 The Secretary shall formally notify each Board member of the time, place and/or means of meeting and agenda including relevant reports and papers at least 5 working days prior to any meeting and be responsible for the recording of minutes for ratification subject to any agreed amendments at a subsequent Board meeting.
- 12.6 The Board Chair after consultation with the Secretary may call a special meeting of the Board whenever he or she believes the business of the Board warrants it and must do so when requested by any three members of the Board.

13. Duties of the Board

- 13.1 It is the duty of the Board generally to govern the affairs of the Institute, to ensure it regularly updates the strategic plan, and receives regular updates on progress against the approved annual plan and budget; and has adopted a set of policies covering all appropriate business activities of the Institute. It must ensure the role and performance objectives of the CEO are clear and that it is compliant with all legislative, regulatory and constitutional requirements and meets all financial reporting requirements.
- 13.2 When exercising their powers and performing their functions, Board members must individually and collectively:
- 13.2.1 Act in good faith and in the best interests of the Institute and use their power for a proper purpose
 - 13.2.2 exercise the degree of care and diligence that a reasonable person with the same responsibilities within the Board would exercise in the circumstances applying at the time
 - 13.2.3 Not allow the activities of the Institute to be carried on recklessly or in a manner that is likely to create a substantial risk of serious loss of reputation or to the Institute's creditors or assets, or
 - 13.2.4 not allow the Board to incur obligations that they do not reasonably believe will be fulfilled, and must comply with the duties required of them under The

Incorporated Societies Act 1098, Charitable Trusts Act 1954, or Charities Act 2005, including their amendments, as appropriate.

- 13.3 The Board shall ensure that at all times both Charities Services and the Office of Incorporated Societies have current and correct contact details for the Institute.

14. Powers of the Board

- 14.1 Subject to these Rules the Board shall be responsible for the governance of the Institute according to law, this constitution and the policies and decisions of the Institute passed by an Annual or Special General meeting

- 14.2 In addition to any power conferred by these Rules the Board is entitled to exercise the following powers, authorities and discretions on behalf of the Institute, which they can delegate to the CEO under approved governance polices:

14.2.1 to co-operate with all interested parties in promoting the objects of the Institute.

14.2.2 to enter into any arrangement with any institution or organisation which has objects similar to the objects of the Institute.

14.2.3 to solicit donations, gifts and bequests to the Institute for promotion of the objects of the Institute.

14.2.4 to expend any money in pursuance of and incidental to the objects of the Institute.

14.2.5 to purchase, lease or otherwise acquire property and to sell, lease or otherwise dispose of property; and

14.2.6 to charge fees for goods or services sold on behalf of the Institute.

- 14.3 The Board may borrow or raise money on behalf of the Institute including to secure the repayment of such sums as the Board shall think fit and in particular by mortgage, bonds, debentures or other securities charged upon all or any of the assets of the Institute (both present and future) and to purchase redeem and pay off any such securities.

- 14.4 The Board may from time to time make and amend by-laws, regulations and policies for the conduct and control of Board or Institute activity but no such by-laws, regulations, policies shall be inconsistent with this Constitution

- 14.5 In addition to the foregoing Rules, the Board may do all such things as are conducive to the objects and in the exercise of the powers of the Institute.

15. Vacation of office by Board members

- 15.1 Any Board member may retire from office on giving notice to the Secretary of his or her intention to retire and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Secretary) or upon its earlier acceptance by the Board.
- 15.2 The office of a Board member shall become vacant if that member:
- 15.2.1 becomes bankrupt or makes any arrangement or composition with creditors generally;
 - 15.2.2 becomes a person to whom section 151(2) of the Companies Act 1993 or to whom the exclusions in Section 16 of the Charities Act 2005 applies;
 - 15.2.3 becomes incapable of competently exercising the powers, authorities and discretions of office (in which case a decision of no less than two thirds of the Board shall be determinative notwithstanding who appointed such a Board member). Incapacity shall include but not be limited to being mentally disordered within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992 and being mentally incapable within the Protection of Personal and Property Rights Act 1988;
 - 15.2.4 Has had their membership suspended or terminated following an investigation by the Ethics Committee
 - 15.2.5 is a Board member who is appointed under 11.1.1 to represent Regions and the Secretary receives notice that the Board member no longer has the confidence of the Region by whom they were elected;
 - 15.2.6 is absent from more than two (2) consecutive Board meetings without reasonable cause or the permission of the Board; or
 - 15.2.7 is removed by resolution passed by a two thirds majority of the voting Members at a Special General Meeting or Annual General Meeting.

16. Regions

- 16.1 The establishment, operation, management and closure of a Region is at the discretion of the Board. Decisions to make changes to Regional structures must be endorsed at a General meeting before implementation.
- 16.2 The Members residing in any Region formed in accordance with these Rules shall be deemed to be Members of that Region.
- 16.2 A Region shall conduct its affairs in accordance with these Rules
- 16.3 A Region shall not levy the Members in its respective area but may set charges for attendance at events (except General Meetings).
- 16.4 Each Region shall have a Committee consisting of a Chair and not less than three (3) Members who shall be elected annually by postal or electronic ballot solely from within the voting membership resident within that Region. The newly elected members of the Committee shall elect their Chair prior to the Institute annual general meeting in a manner deemed most effective and efficient by those participating Committee members and the newly elected Chair shall hold office for two (2) years but shall be eligible for re-election for a further two-year terms up to six (6) consecutive years.
- 16.5 The elected members of the Regional Committee shall determine who is to represent the interests of their Region at a national or Board level. That appointee may or may not necessarily be the Chair of the Committee
- 16.5 If five or more members of a Region are dissatisfied with any decision of their Regional Committee, they may petition the Board Chair stating their concerns. The Chair will be responsible for facilitating resolution or presenting recommendations if required to the Board for consideration and implementation.

17. Administration

- 17.1 Subject to the Rules of the Institute and to any resolution duly passed by the Institute in General Meeting:
 - 17.1.1 the Board shall govern the affairs of the Institute.
 - 17.1.2 the Board and each Regional Committee shall have the power to do all things whatsoever necessary for the good governance of the Institute or such Region as it controls, provided:

- 17.1.2.1 any material action of a strategic or financially important nature taken by the Board shall be reported upon at the next Annual General Meeting of the Institute;
 - 17.1.2.2 no Region may do anything which is other than in accordance with the intention of these Rules or with any policy of the Institute or resolution of the Board;
 - 17.1.2.3 no Region shall enter into any contract or make financial commitment except to the extent and within the limits from time to time authorised by the Board:
- 17.1.3 Each Regional Committee shall submit an annual report summarising activities and matters of interest and/or concern in respect of the Region to the Board not less than twenty (20) working days prior to the annual general meeting

18. Indemnity of Officers and Board Members

To the extent permitted by law, Board members, Committee members including members of the Ethics Committee and Institute staff and volunteers shall be indemnified by and out of the funds of the Institute, against any loss, damage, expenses or liability incurred by reason of or in connection with any claim or legal proceedings instituted against them or any one of them for any act done, omitted or suffered in relation to the performance of their official duties, unless the same shall result from their, his or her wilful default.

19. General Meetings

19.1 Annual General Meetings

The Institute must hold an annual general meeting at a time and date to comply with filing the Institute's annual Performance Report as prescribed in the Charities Act 2005 on such date and at such time and place or in whatever form including electronic means providing that all attendees can hear and be heard as the Board determines. The meeting must be called for the following purposes:

- 19.1.1 receive from the Board its report or reports to Members and a copy of the audited annual Performance Report for the preceding year;

- 19.1.2 receive and ratify the minutes of the previous annual general meeting and any special general meeting held subsequent to the last annual general meeting, subject to any amendment approved by the meeting
- 19.1.3 receive a report from each Region as defined in 17.1.3
- 19.1.4 declare the elected Members of the Board and Institute's Regional Committee appointed representatives for the ensuing year;
- 19.1.5 confirm the appointment of the Auditor for the current financial year
- 19.1.6 advise Ethics Committee membership;
- 19.1.7 fix the annual membership subscriptions for the ensuing year commencing 1 January following the Annual General Meeting;
- 19.1.8 decide on any remit or resolution which must have been duly submitted to the Secretary not less than fifteen (15) working days prior to the date of such meeting; and
- 19.1.9 consider any other business which may have been notified to the Secretary in writing prior to the meeting.

19.2 Special General Meeting

In the Chair or Deputy Chair's absence or inability any other member of the Board may at any time for any special purpose call a Special General Meeting and the Secretary must do so forthwith upon the requisition in writing of any eleven (11) Members stating the purposes for which the meeting is required.

20. Procedure at meetings

- 20.1 At General Meetings the Chair or in her/his absence the Deputy Chair shall preside. Should the Chair and Deputy Chair be absent then a Chairperson shall be appointed from among those present at the meeting
- 20.2 Every Individual, Fellow and Supplier financial voting Member shall be entitled on every motion to one (1) vote exercised in person or by proxy duly authorised by the Member appointing a proxy in writing unless required by law or as otherwise stipulated by these Rules. Every Organisation financial voting Member shall be entitled to two (2) votes exercised in the same manner by their appointee.

20.3 All motions shall be decided by a simple majority. In the case of an equality of votes the motion shall be deemed to be lost. The mode of voting on all questions other than elections is by voices or if the Chair or any three (3) Members so require by a show of hands or physical or electronic poll. Where a poll is demanded the meeting shall appoint two (2) persons not otherwise entitled to vote to act as scrutineers.

20.3.1 At all General Meetings of the Institute twenty-three (23) financial voting Individual, Organisation or Supplier Members shall constitute a quorum whether held in a physical locality or via electronic means providing all present can hear and be heard. For the purpose clarity the appointee of an Organisation Member constitutes one person to be counted towards the attainment of a quorum.

20.3.2 A quorum must be present at all times during the meeting. If the meeting is being held electronically and a live link is lost with a group of Members who are required to achieve a quorum then the meeting shall be suspended until the link is restored.

20.3.3 A Member who is disqualified from voting on a matter because of a raised conflict of interest shall be counted in the quorum despite that disqualification.

20.3.4 In the event that a quorum is not achieved, the meeting must be deferred to a subsequent date at the earliest convenience at which a quorum can be achieved and the business of the meeting transacted.

20.4 Ten (10) working days before a Special General Meeting and fifteen (15) working days before the Annual General Meeting notice must be given as the Board determines. The notice must include the date, time and place or means including electronic means providing that all attendees can hear and be heard, and the business to be transacted. The notice must be sent to every Member.

20.4.1 No other business shall be dealt with at such a meeting unless it is agreed by three fourths of those present and entitled to vote.

20.5 Every notice required to be given to Members is deemed to have been duly delivered if posted in a prepaid letter or email addressed to the Member at the Member's last known place of business, residential or email address.

20.6 The accidental omission to give or the non-receipt of any notice of meeting to any Member shall not invalidate any business transacted at any meeting.

- 20.7 Members may appoint a proxy to attend and vote in their stead at any meeting. The form of proxy shall be sent out by the Secretary with the notice calling the meeting. Proxies must be lodged with the Secretary immediately prior to the commencement of the meeting.
- 20.8 All voting members shall have speaking rights with speaking rights granted to any non-Member solely at the invitation of the Chair, whose decision shall be final.

21. Accounts

- 21.1 The funds of the Institute are to be devoted solely to the furtherance of the objects of the Institute as set out in these Rules and are to be under the control of the Board.
- 21.2 The Board may approve delegations and authorities in order to undertake normal business practice.
- 21.3 All moneys received by or on behalf of the Institute must forthwith be paid to the credit of the Institute in an account with such bank as may from time to time be fixed by the Institute. All payments drawn on any account must be signed by no less than two (2) persons duly authorised by the Board as signatories.
- 21.4 The Board shall request regular updates of the finances and ensure they are within the approved criteria set down by the Board from time to time or as requested.
- 21.5 The Board at its discretion may authorise Regions to operate bank accounts on such conditions as the Board may from time to time stipulate.
- 21.6 No part of the organisation's income or other funds is to be used or be available for the personal use of any Member or an associated person of any Member, except that:
- 21.6.1 any Member may receive full reimbursement for all expenses properly incurred by that Member in connection with the affairs of the Institute.
- 21.6.2 the Institute may pay reasonable and proper remuneration to any officer or servant of the Institute (whether a Member or not) in return for services actually rendered to the Institute.
- 21.7 The financial year of the Institute shall be from the 1st day of January to the 31st day of December.

22. Auditor

- 22.1 The books of the Institute must be audited annually and reported upon by an auditor who shall be a member of the Institute of Chartered Accountants of New Zealand.
- 22.2 Such auditor cannot hold any other office in the Institute and is to receive such fee as may be negotiated from time to time by the Board.
- 22.3 The auditor is appointed by the Board.

23. Registered office

- 23.1 The registered office of the Institute is to be at such place as the Board determines from time to time. Due notice of any change of office is to be given to the Registrar of Incorporated Societies within the Companies Office and Charities Services Division of The Department of Internal Affairs.

24. Complaints

- 24.1 The Institute shall be responsible for receiving and processing any complaints that allege a breach of the Institute's Code of Ethics or Code of Professional Conduct. Complaints can only proceed against a Member of the Institute, being the limit of the Institute's powers and influence
- 24.2 The Board shall ensure that a clear description of the process outlined in Schedule A to these Rules to be followed upon receipt of a complaint is made available publicly in both electronic and hard copy form
- 24.3 The complaints process described in Schedule A is part of these rules.
- 24.4 The Board shall undertake to inform Members of any changes to the Code of Ethics or Code of Professional Conduct or changes to the complaints management process within twenty (20) working days of the decision to make change.
- 24.5 The Board may undertake an investigation of any one or more Members on its own initiative whether a formal complaint is received or not and it is deemed to be in the best interests of the public, providing the matter is other than an alleged breach of the Institute's Code of Ethics or Professional Conduct. The Board shall determine the means

of investigation and shall follow the same principles of natural justice as if it were investigated by the Ethics Committee.

25. Where no rule applies

If any matter arises which in the opinion of the Board is not provided for in these Rules or is contested as being a conflict between clauses of these Rules then the Board must act in what it considers to be the best interests of the Institute.

26. Force majeure or emergency circumstances

Under circumstances of Force Majeure or emergency situations brought about by bad weather, natural disasters, pandemics, and the like that render the Board or Institute incapable or unable to fulfil its duties and obligations, the Chair or in his or her absence Deputy Chair or in his or her absence the CEO may suspend these Rules for the period during which the Force Majeure or emergency situation exists providing that the Institute

- 26.1 abides by all laws and regulations that continue to apply irrespective of any Force Majeure or emergency situation;
- 26.2 responds to and abides by any instruction issued or permitted by a Regulator to an Incorporated Society or Registered Charity while the Force Majeure or emergency situation exists; and
- 26.3 the Institute returns to full compliance with these Rules at the earliest possible time and makes good on any actions that would otherwise been required had the Force Majeure or emergency situation not occurred.

27. Alterations of the Rules

- 27.1 These Rules may be altered, added to or cancelled by resolution at a General Meeting of the Institute of which notice prescribed by these Rules has been given.
- 27.2 No alteration, addition or rescission shall be approved if it affects the personal benefit clause of the winding up clause or if it fails to comply with S21 of The Incorporated Societies Act 1908.

- 27.3 No alteration, addition or rescission to these rules shall be approved if it affects the charitable nature or status of the Institute.
- 27.4 As soon as practicable after an amendment to the Constitution has been approved at a General Meeting, the Institute shall notify Members of the amendment(s) and take necessary steps to formally register the amendment(s) with the appropriate statutory authority.

28. Winding up and disposal of surplus assets

- 28.1 The Institute must be wound up if, by a simple majority, a resolution requiring this is passed at a General Meeting of its members, and if that resolution is confirmed at a subsequent General Meeting called for that purpose held not earlier than twenty (20) and not later than thirty (30) working days after the meeting where the resolution was originally passed.
- 28.2 In the event of the Institute being wound up the surplus assets after payment of the Institute's liabilities and the expenses of the winding-up are to be transferred to such not-for-profit organisations having the same charitable purposes wholly or in part similar to the purpose of the Institute as the meeting of dissolution shall determine.
- 28.3 The Institute shall be dissolved after the Registrar of Incorporated Societies has formally cancelled the Institute's registration. This rule does not apply to the Institute's registration status under the Charities Act 2005.

29. Custody and use of Common Seal

- 29.1 The Common Seal of the Institute shall be kept in the custody of the Chief Executive Officer.
- 29.2 The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures of two (2) Members of the Board.
- 29.3 Should the law change and the Institute no longer require a Common Seal the Institute shall be deemed to not require a Common Seal.

Fundraising Institute of New Zealand Codes of Ethics and Professional Conduct – *for AGM endorsement*

1. Introduction

The Fundraising Institute of New Zealand has Codes of Ethics and Professional Conduct which outline the attitudes and behaviours expected in the processes of raising and utilising funds for community and charitable purposes.

The Institute works to develop greater understanding of what constitutes ethical fundraising and compliance with its Codes through:

- educating and training community and charitable organisations, fundraising practitioners and funders on best current fundraising practice
- espousing standards of practice that will enhance the integrity and professionalism of fundraising
- advocating and promoting the value of philanthropy to communities and society generally and the benefits to government and to those who fund causes and programmes.

All Members of the Fundraising Institute of New Zealand are bound by these Codes of Ethics and Professional Conduct.

For clarification, categories of membership to which these codes apply include Individual, Fellow, Organisation and Supplier.

A complaint against a Member in relation to an alleged Code infringement can be lodged through the Institute's formal complaints process. Formal complaints are considered by the Institute's Ethics Committee, as defined in the Institute's Constitutional Rules and published on its web-site.

The participating parties to fundraising engagements can be considered stakeholders.

While the Institute can only hold Members accountable, it expects all stakeholders to abide by the ethical principles outlined below, and will support Members' efforts to promote and encourage engagement in line with these principles.

The Institute advocates for relationship balance between stakeholders participating in fundraising:

- **Donors.** People or entities providing funds by way of gifts, grants or other contributions for use by community and/or charitable organisations
- **Stewards.** Community and charitable organisations who are charged with complying with the terms specified for receiving and utilising funds; and expending and accounting for those funds
- **Fundraisers.** Those involved in seeking funds through gifts, grants or other appropriate mechanisms

2. Definitions

For the sake of clarity, the following definitions apply. Where the singular form is used it will also apply to the plural.

Appeal Officer	means a person appointed by the Institute Board to conduct an appeal arising out of a decision made by the Ethics Committee in response to a complaint investigated under the Institute Complaints process.
Beneficiary	means any person or entity benefitting from a community or charitable organisation in pursuit of that organisation's objects
Case	means a formal outline such as a printed document of the purpose for which funds are to be raised
Child	means a person under the age of 18 years
Company	means an entity incorporated under the Companies Act 1993 and/or established for the purpose of generating profit for pecuniary gain
Complaint	means a notice in writing in prescribed form sent by any person to the Institute concerning an alleged breach of any part of the principles or codes, outlined in this document
Director	means a person who is appointed as a Director, Officer, Trustee or Board or Committee member of an organisation or company.
Donation	means a voluntary contribution (a gift) of money, property or goods or services to a community or charitable organisation for the purpose of furthering that organisation's objects (it does not include a transactional contribution, ie an agreement which stipulates something in return eg sponsorship, a business partnership)
Donor	means a person or other entity that makes a voluntary contribution of value to an organisation to further the organisation's objects. A donor includes an individual or entity that has previously made a donation. (A donor does not include a transactional contribution, ie an agreement which stipulates something in return eg sponsorship, a business partnership)
Ethics Committee	means a committee constitutionally established by the Institute Board to investigate and make determinations on complaints received by the Institute.
Institute	means the Fundraising Institute of New Zealand
Member	means a member of the Fundraising Institute of New Zealand
Fundraiser	means a fundraising practitioner, company or organisation, tasked with carrying out activities, whether for remuneration or voluntarily, for the purpose of raising funds to benefit a community or charitable organisation for application in pursuit of the organisation's objects

Fundraising	the act of raising funds through donations or other fundraising-related activities on behalf of a community or charitable organisation
Objects	means the way in which an organisation's constitutional documents define its purpose which determines the purpose for raising revenue
Organisation	means an entity, established for a purpose other than profit and/or to benefit communities, incorporated under legislation including, but not limited to, the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957
Professional misconduct	means behaviour, whether or not committed intentionally, that is a violation or breach of the Ethical Principles, Code of Ethics and/or Code of Professional Conduct as described in this document that has serious adverse consequences to a complainant, an organisation engaging in fundraising or the Fundraising Institute of New Zealand.
Promotional material	means any material in connection with an appeal for donations, fundraising activity or other organisational communication, whether in printed, electronic or verbal form made available to any person seeking their support.
Specified purpose	means the instructions given by a donor or funder that their funds be used for a specified purpose; this may also include holding the funds in trust until that purpose can be met.
Sponsor	means a third party which sponsors a fundraising activity, a specified programme or activity, or an organisation that undertakes fundraising activity for an agreed outcome in return for defined support given in cash or kind.
Supplier	means a third party supplying goods or services for payment to an organisation engaged by a community or charitable organisation in order to meet fundraising purposes
Tax	means all taxes payable in connection with a fundraising activity, including without limitation income tax, pay as you earn (PAYE) and goods and services tax (GST)
Trademark	means a word, group of words, logo, image, colour, scent or shape (whether registered or unregistered) used by an organisation to define its unique characteristics.
Unsatisfactory conduct	means conduct that is neglectful of the Ethical Principles, Code of Ethics and/or Code of Professional Conduct as described in this document that has adverse consequences to a complainant, an organisation engaging in fundraising or the Fundraising Institute of New Zealand that is below the threshold of Professional Misconduct
Volunteer	means a person who performs a service for an organisation without expecting or receiving compensation for performing that service.

3. Code of Ethics

Ethical Principles

The Fundraising Institute of New Zealand complies with the [International Statement of Ethical Principles in Fundraising](#). This statement sets out the values, beliefs and principles espoused by National Fundraising Associations around the world including the Fundraising Institute of New Zealand and was adopted at the International Fundraising Summit in London on 5 July 2018. This statement does not replace or override any law.

The Fundraising Institute of New Zealand's Codes are enshrined within a set of ethical principles, applicable to all Members. Everyone involved in the process of fundraising has a role to play towards upholding these principles. Where the ethical principles are adhered to, confidence and willingness to engage and contribute will be enhanced; where this is not the case, confidence and willingness to engage and contribute can be expected to be negatively impacted, affecting not only the donor, fundraising practitioner or recipient organisation but also philanthropy as a whole.

The values to which all fundraising practice should adhere are

Honesty	Acting honestly and truthfully so that public trust is protected, relationships are maintained and mutual understanding of expectations are enhanced
Respect	Acting with respect for the dignity of fundraising practitioners, the organisations for which the monies are being raised, the beneficiaries of those organisations and towards all donors and funders
Integrity	Acting openly and with regard to responsibility for public trust, organisational mana and fundraising professional endeavour, including disclosing actual or potential conflicts of interest and avoiding any appearance of ethical, personal or professional misconduct
Empathy	Working in ways that promote the intended purpose of all interactions and encouraging others to value individual privacy, freedom of choice, and diversity in all its forms.
Transparency	Committing to always being transparent about work undertaken, the reasons funds are being sought, and the way funds will be managed and disbursed including through accurate and clear disclosure of fundraising costs and expenses.

Defining ethical behaviours

a. Seeking support for a fundraising appeal, activity or event.

It is ethical to ask a person, organisation or company to contribute funds or support towards a charitable or community cause taking into account the donor's preferences as to the level, frequency and timing of a contribution.

It is ethical to ask someone to increase the value and/or frequency of their giving over time or in relation to a special event or circumstance where the request deviates from a normal request for support.

It is not ethical to ask – or continue to ask - a person, organisation or company to contribute funds or support if they have specifically indicated that they do not wish to be asked.

b. Legitimate reasons for seeking funding

It is ethical for someone in a fundraising role, or the organisation they represent, to seek funding for reasons that are demonstrable and within the capability of the organisation to apply and expend within a reasonable timeframe. That includes requests for contributions towards potential future expenditure, providing the fundraising practitioner or organisation is clear and transparent as to the basis for the funding request.

It is not ethical for organisations to seek funding where there is no demonstrable need for such funds, or there is no intention to release the funds for the purpose for which they were raised. Such behaviour not only harms those involved but also damages public confidence and brings fundraising activity into disrepute.

c. Seeking funding support for future programmes

It is ethical to seek funding support for both current or potential need in whatever way represents the true nature of that need.

It is not ethical for a fundraising practitioner or organisation to misrepresent their case by portraying current or potential need in excess of reality, since had the reality been known, the donor may have declined their support.

d. Accepting funding support

It is ethical for any individual, organisation or company to offer funding support where the terms and conditions for providing such support are legitimate, ethical and aligned with need.

It is not ethical if the offer amounts to coercion or imposes unacceptable conditions on the fundraising practitioner or recipient organisation.

e. Upholding dignity

It is ethical for fundraising practitioners and the organisations they represent, with explicit permission, to portray real people or situations providing they do so in ways that maintain the dignity of the people they represent.

It is not ethical to misrepresent people or situations where people's dignity or the reality of situations are artificially magnified for the purpose of raising funds and garnering support.

f. Organisational sustainability and funds management

It is ethical for organisations to retain funds to ensure the ongoing operating viability of the organisation providing that such retained funds are managed in ways consistent with the organisation's objects.

It is ethical for organisations to retain funds from fundraising sources where the organisation has been instructed to do so in order to meet a specified purpose. That includes the retention of funds where it is specified that the capital be retained for a specified period of time or indefinitely.

It is not ethical for organisations to raise funds for the over-riding purpose of the retention of funds without clarity as to how such funds will be expended, unless there are mitigating circumstances which can be demonstrated.

g. Operating within the bounds of competence

It is ethical for fundraising practitioners and the organisations they serve to seek and receive funding support where they are confident they possess the necessary competence and capability to develop or deliver the services proposed.

It is not ethical for fundraising practitioners or the organisations they serve, to make promises to donors and contributors that cannot be delivered on.

j. Managing conflicts of interest

It is ethical for conflicts of interest to be managed providing they are declared and a specified process for managing the conflict, including and up to disengagement is defined.

It is not ethical for conflicts of interest to arise that are neither declared by any party nor managed in a defined way.

k. Acceptance of diversity

It is ethical and encouraged that all Members embrace diversity in all its forms including giving voice and meaning to Te Tiriti o Waitangi.

It is unethical for any form of discrimination to be allowed to enter into any discussions or arrangements between a fundraising practitioner, recipient community or charitable organisation or donor or contributor in respect of either process or outcome.

4. Code of Professional Conduct

The Code of Professional Conduct outlines the behaviours the Institute expects all Members to adhere to. Categories of membership include Member, Fellow, Organisation and Supplier.

- 4.1 A Member must not engage in activities that may harm an organisation, a donor, a beneficiary, any member of the public or the reputation of fundraising in general or the Fundraising Institute of New Zealand in particular.
- 4.2 If a Member becomes aware of activity that constitutes an actual or perceived breach of 4.1, that Member is obliged to report it to the Chief Executive of the Fundraising Institute of New Zealand so that it can be dealt with under the Institute's complaints process.
- 4.3 Where a Member becomes aware that activity by an organisation may breach these codes, there is an obligation to bring it to the attention of the organisation to facilitate correction. Failure for corrective action to be taken invokes an obligation on the Member to comply with 4.2.
- 4.4 Members must individually recognise their bounds of competence and accurately represent their experience, expertise and qualifications.
- 4.5 A Member must not engage in any activities which conflict with their fiduciary, ethical and legal obligations, including activities that are not of a fundraising, or commercial nature, which may reflect badly on the practice of fundraising in general or the Fundraising Institute of New Zealand specifically.
- 4.6 Members shall only direct, manage or participate in fundraising practices, events or activities for causes that are consistent with charitable purposes specified in section 5 (1) of the Charities Act 2005, or for any other matter of public benefit
- 4.7 Except where provided for under law, Members shall:
 - a. not undertake or be involved in any way in fundraising activity where a Member or their staff's earnings are partially or wholly based on a specified percentage of donated funds raised.
 - b. not engage or remunerate any third party to solicit donations on such a basis
 - c. use their best endeavours to dissuade any employing organisation or company from remunerating employed staff or third parties on such a basis.
- 4.8 Notwithstanding 4.7, a Member who is an individual Member and/or an employee of an Organisation or Supplier Member can receive a performance bonus where such practice applies as an Organisation/Company policy, provided that such performance bonus is not calculated directly as a percentage of total donated monies raised.
- 4.9 Members shall not recklessly or maliciously injure the reputation or practice of other Members or any other profession
- 4.10 Members shall at all times act honestly and in such a manner that donors are not misled.

- 4.11 Members shall not knowingly or recklessly disseminate false or misleading information.
- 4.12 Where applicable, Members will state their charges and terms of engagement without ambiguity before commencing any assignment or engagement.
- 4.13 Members shall not undertake fundraising activities for parties with conflicting or competing interests, without the express knowledge of the parties involved
- 4.14 Members shall not disclose (except as may be required by statute or law) or make use of information given or obtained in confidence from their employer or organisation, suppliers or donors and funders without express prior consent.
- 4.15 Before undertaking a fundraising event, project or role, a Member must not:
 - a. guarantee fundraising results or make such promises, including offering compensation for failure to achieve fundraising results
 - b. misrepresent past fundraising achievements
 - c. fail to disclose any direct or indirect costs of fundraising of which the Member is aware.
- 4.16 Members shall not change the conditions of any donation received without first consulting on any proposed change with the donor or donor representative
- 4.17 Members shall only commit or be committed to fundraising activity or expenditure with agreement between relevant parties.
- 4.18 Members must:
 - a. disclose and account for all donations, grants or other fundraising-related revenue received which are under their control
 - b. disclose fundraising costs for any fundraising undertaking as accurately as possible where it is reasonable for such costs to be known or predicted
- 4.19 Members must not accept payment that constitutes pecuniary gain for any individual in cash or kind in recompense for either business placed with a supplier or for funds received
- 4.20 Members shall not make payment in cash or kind to any individual, organisation or company for using influence to retain the services of another Member or fundraising practitioner, except where a third party has been engaged professionally, providing the terms are that third party's standards terms of engagement.
- 4.21 Members must not threaten the dignity or privacy of a beneficiary of an organisation. For the purposes of this section, this includes but is not limited to
 - a. passing a comment unnecessarily or negatively on impairment, dependency or disability of a beneficiary or infringing any other discriminatory criteria as defined in the Human Rights Act 1993 or its amendments

- b. using language that suggests an individual or organisation is to be pitied or feared
 - c. using children in promotional materials to raise funds for adult services, giving the impression that beneficiaries are child-like
 - d. stating or implying falsehoods about recipient organisations or beneficiaries of those organisations
 - e. depicting a beneficiary's image or identity without that beneficiary's written permission where such permission can reasonably be expected to be obtained)
- 4.22 Notwithstanding Section 4.20e, a Member may use a term in relation to a beneficiary where that term
- a. is technically correct
 - b. is used only for the purpose of describing an attribute pertinent to the circumstances in which the term is being used
 - c. does not identify an individual without their express and written approval.
- 4.23 A Member must not disclose:
- a. confidential information in relation to any individual unless it is relevant and permissible under the Privacy Act 2020 or any subsequent amendments
 - b. the identity of a donor or funder publicly unless they have expressly provided permission.
 - c. any information regarding an individual without their express and written permission
 - d. confidential information relating to an organisation.
- 4.24 Wherever identification of an organisation engaged in fundraising activity is required, the following relevant details must be provided:
- The organisation name (as in its trading name or where appropriate its full registered name)
 - The organisation's Charities or Company register number.
 - GST registration number
 - Full business address
 - Logo (if any)
- 4.25 Members must ensure that any promotional material used as part of fundraising activity:
- a. be factually correct and not likely to deceive or mislead

- b. presents the organisation described in 4.24 in ways that correctly identify that entity or the part of that entity where funds raised will be utilised or spent
 - c. complies with The Fair Trading Act 1986, in particular those parts that relate to misleading and deceptive conduct and false and misleading representations
 - d. is approved by the organisation.
- 4.26 Where fundraising costs are disclosed in promotional material those costs must be factually correct.
- 4.27 Promotional materials must not include derogatory images of a person, group of people or any organisation; derogatory images may include, but are not limited to, images which are discriminatory, pornographic or violent
- 4.28 Unsolicited information should not be sent knowingly, to children or people who are vulnerable
- 4.29 A Member must not engage in an activity that does not comply with relevant legislation.



FINZ AGM Co-chair Report

Firstly, we would like to thank our members, volunteers, sponsors, and staff team for the significant amount of work undertaken, and support received, this past year. Once again it has been a challenging year for both FINZ and many of our member organisations, and so to see us come together as one has been heartening.

It has been well documented that FINZ has struggled to achieve a balance in its operations in recent years. Michelle Berriman was appointed the fourth to head our organisation in five years. That level of change predictably meant that instability, from new appointees coming to grips with the organisation and natural Board member and leadership turnover, contributed to a degree of immobility and stagnation. That is not a statement of criticism. Had the current Board been in situ during any of that previous time, the outcomes may likely have been little different.

And then, along came COVID.

Michelle inherited an unfair disadvantage. With the overnight loss of the vast majority of Training and Education income, subscription income reduction and subsequent loss of sponsors unable to continue to contribute due to their own cashflow predicaments, these past two years have been close to fatal for the Institute. The deferment of our 2021 conference four times with the event yet to happen in the 2022 financial year created an obvious financial impact on the 2021 financial results.

The fact that we can report anything positive in this annual report is testament to the calibre of Michelle, supported by her staff team, and amazing cohort of volunteers both within our Institute and internationally. It is that mahi that has collectively brought us to the position we are now in and direction we are heading.

First and foremost is the long reach of the funding contributions received in the last financial year from the 2020 emergency appeal. The response received was in recognition of the quality of work and levels of determination exhibited by Michelle and those around her. That support was crucial and we must not forget the generosity of both funds and endorsement. We owe a debt of gratitude.

Secondly, the vision that enabled a refreshed Strategic Plan to be developed and adopted provided the platform to build on the early work that Michelle led with the support of appropriately skilled and willing volunteers. The training and education environment was changed virtually overnight by the twin impacts of COVID restrictions and tremendous growth in on-line learning and interaction, meaning there was urgency in re-engineering education offerings. Much of that effort has started to come on-stream during this past year, with significant progress in remaining key areas. Regional and local activity has likewise been significantly impacted.

Thirdly, Michelle's emphasis on strengthening the Institute's role in advocacy on behalf of the sector in general and fundraising in particular has generated a significant sense of purpose and focus. That work has started to pay financial dividends, over-and-above the primary intent of the advocacy work itself. Our Institute is being taken seriously. Indications are that Institute Members and indeed the wider sector will benefit as the impact of this work is increasingly felt.

Over the past year, the Board have taken a proactive role in supporting Michelle and the team to deliver sustainable income generation, both now and into the future. In the first instance, two sub-committees were created: Membership Engagement (MESC) and Sustainability (SSC).

The purpose of MESC, which is led by the Board representatives from our Regional Committees, is to share and bring together learning, best practice and engagement from across our regions, to ensure our regional members are getting the best possible value from their relationship with FINZ wherever they are in the country, and in turn are able to support the growth of our membership across New Zealand.

Since its inception in November 2021, the SSC have looked at a range of opportunities and proposals to support FINZ to grow income both in the short term and on a sustainable longer-term basis. Of several viable opportunities, the decision has been taken to lead with three key income generating initiatives. The opportunity to engage in these activities will be shared with our members over the coming weeks.

In addition, the FINZ Constitution has been updated and is presented at this AGM for adoption by our members. The rationale for the update comes from conversations with several key bodies, including the Department of Internal affairs (DIA). Feedback was that our constitution was 'internal facing', rather than the education, development, and advancement of the sector as a whole. These changes will enable FINZ to more confidently advance the advocacy work we have already started and also potentially attract funding to assist us in that role. This also reflects the updated FINZ Mission adopted by members earlier this year ***"To inspire, create and strengthen confidence in giving and generosity across Aotearoa New Zealand that leads to positive impact"***

We have also been able to conclude a complete refresh of the Institute's Codes of Ethics and Professional Conduct and wish to express our gratitude to Carol Painter FFNZ for her insightful contributions to the proposed Codes for consideration and adoption at our AGM.

All this points to an improving position for the Institute for 2022 and beyond. But, achieving financial stability is only part of the picture. We may be confident in correcting a financial deficit. But, we have both physical asset and people asset resource deficits to address. Both of these need the same level of attention and determination to correct in this coming year if we are to avoid other impacts that prevent achieving a constructive and balanced future.

In closing, we would like to specifically thank former Board members John Godfrey and Laura Coleman for their contributions to the Institute's governance; express our gratitude for the support and contributions of current Board members Sarah Coleman, Ellie Gray, Katherine Richards, Zebedee Stone and Earle Wilkes; and welcome our incoming Board members to be announced at the AGM.

Together, your Board will focus on concentrating on delivery of the current operating plan this coming year as we work to bringing our strategic plan to fruition.

A handwritten signature in black ink, appearing to read 'Jim Datson'. The signature is fluid and cursive, with a large loop at the start and a horizontal line at the end.

Jim Datson

Co-Chair, Fundraising Institute of New Zealand

A handwritten signature in black ink, appearing to read 'Gwen Gren'. The signature is cursive, with large, rounded letters and a horizontal line at the end.

Gwen Gren

Co-Chair, Fundraising Institute of New Zealand

Treasurer's Report to the Annual General Meeting

The financial report for the year ending 31 December 2021 presented to the 39th annual general meeting paints an uncomfortable financial picture of the Institute but there are facts that need to be spelled out before any discussion on the detail:

- While the Institute ended 2021 with accumulated assets of \$40,232, Members will recall that the Institute ended the 2017 year with \$37,905 in accumulated assets, so we have been in a similar position in very recent history
- The operating surplus posted in 2020 was \$58,619, with the majority of that surplus arising from the emergency fundraising appeal held late in the year, meaning that much of that surplus was destined to be spent in 2021
- Had the Emergency Appeal income, which happened in late 2020, been carried over to 2021, instead of being reported as income during that year, the situation would have been very different, with the organisation still making a modest profit in that year and a deficit of around \$36,000 for 2021
- Had the Institute not had to postpone the 2021 conference into the 2022 year, a further \$40 - \$50,000 net proceeds would have swelled the Institute's coffers.

The combination of the above factors mean that the 2021 financial results have been somewhat artificially impacted by actual 2020 and anticipated 2022 surpluses. While we cannot count our chickens before they hatch in respect of 2022 results, these comments are aimed at providing some logic as to why the 2021 financial results appear to be so dire.

A quick rundown of the 2021 financial performance is warranted to provide context:

- While donations, fundraising and similar revenue fell slightly in 2021 to \$43,351 from \$48,737 in 2020, the 2020 figures include the whole of the 2020 emergency appeal results and do not give due credit to the 2021 grant of \$30,000 from the Lotteries Grants Board in support of the cheque advocacy work undertaken by the Institute
- Membership related income increased in 2021, despite significant drops in Member-related revenue associated with the consequences of COVID lockdowns and trading limitations – a lift from \$163,202 in 2020 to \$166,710 in 2021
- The significant reduction in activities associated with the provision of goods and services from \$429,549 (2020) to \$88,688 (2021) are all a direct result of COVID-related impacts, particularly the lack of gross conference income, which was \$240,628 in 2020, although it needs to be acknowledged that there has been a steady reduction (related to steadily declining Education course income) since 2015 (\$142,021). This is partly because no face-to-face Speakers Tours were able to be held in 2021
- Salary expenditure rose during the year from \$271,751 (2020) to \$299,799 (2021) as a direct result of filling the vacant Member support role (the 2021 costs still sit below the equivalent costs of the 2015, 2016 and 2017 years)
- Other costs have largely been contained or reduced during the 2021 year.

Members should also note the significant value of pro bono services provided during the year. The Institute is greatly indebted to Board Pro, Mondial, Moceanic, Strategic Grants, Giving Architects, Precision@Soar, Precision Fundraising, Execucare, Roe Print, Excel, and Orange Box for their professional services support. We wish also to acknowledge the greatly valued financial support

received from Perpetual Guardian for their contribution towards the Gifts in Wills related research undertaken during the year, along with the substantial pro bono time contributed specifically to that project by More Strategic and Project Periscope.

The size of pro bono work and support provided to the Institute demonstrates the limitations of portraying the true scale and impact of the Institute through its various endeavours. Were all of that support to be recognised formally in the financial statements, it would represent an approximately additional \$200,000 – to both sides of the Statement of Performance. So, in many respects, the financial report undersells the true size and contribution the Institute makes through its various endeavours.

Equally, the financial report fails to recognise the value of work that has no demonstrable financial impact during the year. Members should be aware therefore of the substantial amount of work undertaken in 2021 that will not come to financial fruition until 2022 or 2023. Much of that work is reported in the Sustainability Committee report, representing significant Board focus during this past year to reframe the Institute's financial operating model and should be adequately reflected in the 2022 Performance Report.

Due recognition for their contributions towards stemming the negative impacts and shouldering the efforts to strengthen the Institute's financial base are warranted. While acknowledgement of itself is inadequate, Members need to be aware of the outstanding efforts contributed by those involved. Firstly, CEO Michelle Berriman has continued to go well beyond what we should expect. Her efforts and achievements are not formally recognised at a level at which they should be at and Michelle warrants our sincere appreciation for her dedication, commitment, drive and unfailing leadership. Accountant Linda Niven also warrants our grateful thanks for the same level of application to which she monitors, manages and reports our financial data, including a stringent approach to budgets, forecasts, analysis and reporting. To current and former members of the Institute's Finance and Risk Committee – Earle Wilkes, John Godfrey, Gwen Green and Ellie Gray – your focus and attention to detail and guidance have been invaluable. And to all our Members who financially support the work of the Institute through subscriptions and access to Institute services, please accept our very genuine thanks. We could not do what we do without you. Thank you.

Jim Datson
Treasurer
Chair, Finance and Risk Committee



FINZ Annual Report from Chief Executive Michelle Berriman

The end of any year offers a time for reflection and future thinking. 2021 was a year of resetting and making changes to thrive in our new world and for FINZ it's been a journey of highs and lows, but we reached a significant milestone when we created our new strategic direction.

FINZ has survived the last few years with emergency measures, which was not sustainable. It has become apparent since the start of the pandemic that we play a much more important role advocating for our members in more ways than we ever have before. Education was no longer going to be the main sustainability pillar for FINZ that it once was as Covid opened the world to affordable, accessible, and excellent global education. These changes created a big shift in our strategic thinking, vision, and mission for Aotearoa New Zealand.

In 2021 FINZ created a new 3-year strategy - a strategy that embodies everything we do as fundraisers, decision makers, and leaders. We believe that everyone in our sector shares our revised vision and mission. It is a shared vision for Aotearoa New Zealand, and one developed with you, our members, at the very heart of our strategic thinking.

Our strategic review took place halfway through 2020, a year in which we had to make tough decisions from the very beginning. We had already rescheduled conference from March to September 2021, which was then rescheduled to March 2022 and finally we are going to deliver the Conference in late August 2022. The work involved in rescheduling a conference four times cannot be underestimated. I want to give a huge thanks to all our sponsors, speakers, providers, and members for supporting us through these big changes. A special thanks to Minnie Finlayson who had to redesign the whole website and print design elements of the event four times!

For the first six months of 2021 we had no dedicated staff member looking after our critical member and supporter relationships. This could have impacted us greater than it did but our strong response to Covid and advocacy issues during 2020 meant we were still able to organically recruit members during this time. In July 2021 we recruited a new Relationship Manager, Esha Blade. Esha has proved to be a remarkable fit for our organisation and within a short space of time has shown her commitment and dedication to FINZ. Esha continues to excel in her role, and not only do I feel very supported by the arrival of Esha, but I can see a great future ahead for FINZ with Esha leading our Member relationships.

In 2021 our education sessions continued to focus on helping your teams build capacity and resilience, but also to learn from their peers, the "big charities" who have not been afraid to be bold, be brave, and to try new tools and techniques. We provided opportunities for your teams to learn from their mistakes, learn what works and how to scale the latest tools and techniques to your fit your organisation.

In 2021 we introduced our Micro Masterclass Series. These proved to be very popular and ran throughout 2021. We continued with monthly virtual learning lunches, quarterly magazine, and

mentoring. We launched an updated toolkit in the members area which provides valuable resources to charities and members of all sizes and experiences.

Our COVID response page continued to be reliable, relevant and free to access for anyone. The cheque use portal continued to be updated and accessible to all members.

We proudly continued to “Be the voice” and advocate for change to ensure that the value of our profession continues to be recognised as an excellent environment in which to work.

In April 2021, FINZ acted on an issue that fostered inequality and hindered diversity and inclusion in the charity sector. We proudly announced our commitment and signed up to the global “**Show the Salary**” pledge. It was a time for change and FINZ is committed to leading that change here in New Zealand.

To further encourage and support a more inclusive, diverse, and equitable work environment for working professionals and parenthood, FINZ has introduced free membership during maternity (including adoption and fostering) and/or paternity leave.

FINZ continues to be an active and participating member of DIA Charities Sector Users Group. The Charities Sector Group was started to provide an opportunity for members of the charitable sector to interact directly with Charities Services. The Charities Sector Group and Charities Services discuss priorities, issues, and perspectives, with the aim of strengthening the collective understanding of the charitable sector and Charities Services work.

Our advocacy within the sector extends far beyond our membership base and directly, or indirectly, impacts across the 27,000+ charities registered in New Zealand. FINZ has been the sector’s voice and advocate on several issues in recent times.

As part of this advocacy, in early 2020 we supported an amendment to a 2019 submission related to the review of the Gambling Act 2003, to Class 3 lottery rules that would allow charities to operate lotteries online by supporting and advocating that our existing Members who were conducting lotteries be given an emergency exemption under the Covid Emergency finance and expenditure committee to conduct lottery operations on-line.

The exemption was approved as a temporary measure and in late 2021 a review of the exemption period was brought before the Covid Emergency Finance and Expenditure Select Committee for an extension decision. FINZ made a submission to the Select Committee requesting that not only should this change be made permanent but that it should extend to all charities that want to/are implementing a lottery to be able to transact sales digitally.

We felt this minor update to the Act was necessary, especially given the future use of cheques. I was invited to give an oral reading to the Select Committee. The Committee recommended that the extension be approved to include all charities and be extended for three years in order for permanent changes to be made to the Gambling Act. We continue to work closely with DIA to make sure they are making progress in the changes within the recommended time frame.

We have continued our work with the cheque working group and have supported organisations through some big changes. As the deadline of 31 August approached a lot of my time was spent working with the banks to smooth out the demise process that didn't always go to plan. We were able to have a direct impact on the process of each bank transitioning at different times and what that meant for our Members and donors who were confused, uncertain and anxious. The work in this space went from the decision makers at the top of each bank right down to individual donor level support. It was a very challenging time but built trust and relationships within the banking sector that continues to prove valuable to our Members. In October we successfully received \$15,000 funding to continue our mahi from the ANZ Staff Foundation.

After two years, we finally reached the reporting stage of our research programme reviewing the state-of-play with Gifts-in-Wills in New Zealand. Our aim was to set a benchmark for future measurement and to compare with other International markets. We have conducted qualitative interviews with legators as well as a survey of the public and also data analysis on bequests, thanks to the support of Perpetual Guardian. The report that was released in early 2022 surpassed our expectations. We know it will add real tangible actions to all bequest programmes.

It cannot go unmentioned the extra mile that two key people put into this work - Jim Datson FFINZ od Project Periscope Ltd and Gavin Coopey of More Strategic. Without their determination to go over and above the scope of work we would not have been able to produce such a fabulous resource.

Through all the advocacy, research, and mahi we have been doing it has not gone unnoticed by media. Not only do DIA Charities Services regularly send media requests our way but our Members also come to us to support their media stories. I have given a lot of my time to media over the last 12-18 moths which has resulted in more than 18 local, national, and global articles, a TV One news piece and several radio networks.

The profile this brings to FINZ cannot be underestimated and has positioned us strongly as one of the leading voices when it comes to issues facing our sector.

You may have noticed I have not addressed the elephant in the room – the end of year figures. This is because its important to me and our team that we focus on looking forwards. The end of year figure does not reflect the amazing mahi, resilience, dedication or achievements the FINZ team have made and continue to produce.

The Conference is an obvious income gap. That was always going to be hard to accept but we made the decision to hold off for a F2F event rather than another virtual hybrid. The virtual hybrid was right at the time but not right anymore. The absence of a conference, the impact on cash available from sponsors, and the diversion of internal resources to vital advocacy work has had an obvious impact on the bottom line. Had we not gone out with the Emergency Appeal when we did, then we may not have survived to tell the tale.

When I took on the role at FINZ in 2018 the future viability was questionable and if you had told me that not only would we be faced with a global pandemic BUT the demise of cheques in the same time period then my odds on FINZ surviving would not have been favourable. The fact I am writing

this report is a testament to the resilience and tenacity of not only the FINZ team but also to the Board, our Members, supporters, and collaborators.

And back to looking forward, you will have read all the other reports that highlight the positive position we find ourselves in with membership renewals and recruitment being a real cause for celebration.

In November 2021 we made a BOLD decision to continue with our membership restructure, some might say a risky move in uncertain times, but we did what we know works - we stuck to our core purpose, kept doing what we had planned, and this was a piece of work that was started prior to Covid. Revisiting the fees based on fundraising income was the most significant change and this offers a much fairer and more inclusive structure for all of our existing and new members.

We hosted a wonderful virtual awards ceremony in late March, and it reminded everyone of the amazing mahi taking place and how important it is to celebrate, recognise and reward fundraising excellence.

The following week we received news that we were awarded \$50,000 funding from Lotteries Grants Board Community fund.

This money will be used to start a project that we feel is important to everyone in our community - to advocate and provide support towards addressing bullying, discrimination, and inequality within the not-for-profit sector. In order to strengthen and support the core purpose of all not-for-profits, we first need to look after those that are doing the mahi, in order for everyone to 'thrive'. A sector built on generosity, to make lasting impact, needs firstly to create an environment that supports those working to deliver aspirations, goals, and community led outcomes. We can't support others without first supporting our diverse, committed, and valuable communities.

The \$50,000 funding adds to the \$30,000 previous awarded. \$15,000 was successfully granted from the ANZ foundation bringing our total funding of the last 2 years to \$95,000 – that is what sustainability looks like. From zero to \$95,000 in under two years for an Institute that has been previously recognised as not “fundable” is a testament to everyone who made this possible and I hope brings you some comfort despite the “elephant in the room”.

This next year will still determine the future of FINZ, and we must face this challenge together.

It has not all been sunshine and butterflies. There are times over the last year when I felt this challenge was too much for me, too much for my personal wellbeing, too much for my family. I owe my husband and children more time than I can ever give them back, more support than I can sometimes give them. So to my family - thank you for putting up with me and supporting me to support my other family – FINZ.

You are my family, and it has been my pleasure and honour to lead your FINZ into another year.

Ehara taku toa i te toa takitahi, engari kē he toa takitini

My success should not be bestowed onto me alone, it was not individual success but the success of a collective



Performance Report

FUNDRAISING INSTITUTE OF NEW ZEALAND
INCORPORATED

For the year ended 31 December 2021

1

LEVEL 3, 50 MANNERS STREET
WELLINGTON 6011
NEW ZEALAND

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PERFORMANCE REPORT

Fundraising Institute of New Zealand Incorporated

For the year ended

31 December 2021

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Entity Information

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

Legal Name of Entity:

Fundraising Institute of New Zealand Incorporated

Entity Type & Legal Basis

Incorporated Society and Registered Charity (since 10 February 2018)

Registration Numbers

Incorporation No. 512675 and Charity Registration No. CC55344

Entity's Purpose or Mission

The Fundraising Institute of New Zealand (FINZ) is the professional membership body that represents fundraising in New Zealand. For the benefit of all New Zealanders, FINZ is committed to fundraising excellence. We want to ensure that worthy causes are well supported and that the generosity of New Zealanders is recognised and encouraged.

We do this by:

*Ensuring ethical fundraising

FINZ members abide by ethical fundraising practices. We have comprehensive standards of practice to enhance the integrity and professionalism of your fundraising activities. Members of FINZ can proudly communicate to their donors that they are a part of New Zealand's premier professional and ethical fundraising body.

*Professional Development

Ongoing education will help you become a master of your craft, polish your fundraising skills and increase your charities income. FINZ offers members access to a wide range of knowledge enhancing workshops, seminars, conferences and online courses - often at significantly discounted rates. FINZ also has a wealth of research material and industry information that members can access.

*Networking Opportunities

Deepen existing relationships and forge new ones with other fundraising professionals from around the country and overseas. Share best practice ideas and learn from each other's experiences. FINZ is an excellent vehicle through which fundraisers can build great working relationships.

*Mentoring

Take advantage of up to 8 formal coaching or mentoring sessions arranged through FINZ. Learn from experienced fundraisers, let them share their insights, solutions, and support and guide you through any challenges you might be facing.

*Discounted Services

Membership of FINZ offers a wide variety of discounts from training partners, printing specialists, fundraising tools and much more.

*Be your voice

As one of the lead voices for effective fundraising and philanthropy in New Zealand, FINZ will advocate on behalf of our members to ensure the value of fundraising continues to be recognised and that public policy provides an excellent environment in which to work.

Entity Information

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

Entity Structure

The Fundraising Institute of New Zealand Incorporated (FINZ) is an incorporated society and a registered charity.

FINZ is governed by the FINZ Board on behalf of its members.

The current Board members are,

Co Chair, Jim Datson (Project Periscope and Red Cross)

Co Chair, Gwen Green (Your Philanthropy Coach and Blind and Low Vision)

Ellie Gray, Deputy Chair, (Auckland University)

Earle Anthony Wilkes, (Equity Matters)

Michelle Berriman, Executive Director and Board Secretary (FINZ)

Katherine Lyn Richards, Board Member and Central Region Representative (Save the Children New Zealand)

Laura Francine Coleman, Board Member and Southern Region Representative (Brackenridge Services)

Sarah Berman, Board Member and Northern Region Representative (Macular Degeneration NZ)

Zebedee Stone, (Amnesty International)

FINZ operates from its office at Level 3, 50 Manners Street, Wellington. To manage its operation, currently it employs five employees; one full time (Executive Director) and four part-time (Finance Manager, Membership & Education Coordinator, Digital Manager and Office Administrator).

Main Sources of the Entity's Cash and Resources

FINZ's main resources are sponsorships, annual membership subscription fees received from members and educational events organised by FINZ and FINZ regions.

Main Methods Used by the Entity to Raise Funds

Website donation

Entity's Reliance on Volunteers and Donated Goods or Services

FINZ relies on volunteers like the Board members and Regional Committee members.

Physical Address

Level 3, 50 Manners St, Wellington, New Zealand 6011

Postal Address:

P O Box 11203, Manner Street, Wellington, New Zealand 6142


Approval of Performance Report

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

The Officers are pleased to present the approved Performance Report including the historical statements of Fundraising Institute of New Zealand Incorporated for year ended 31 December 2021

APPROVED



Jim Datson (Co-Chair)

Date: 10.5.22

APPROVED



Michelle Berriman (Executive Director)

10/5/22

Date: _____

Statement of Service Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

Description of the Entity's Outcomes:

This document provides an overview of the Fundraising Institute of New Zealand (FINZ) 2022-2025 strategy. Our strategic framework includes our values, vision, mission, and strategic pillars. These elements inform the direction for our annual business planning during this period.

FINZ Values

Our values underpin and guide everything we do. They are grounded by the following traits:

- **Whānau** – unity, togetherness, solidarity, collective action, for everyone.
- **Ngākau pono** – loyalty, allegiance, dependability, sincerity, integrity.
- **Whakaaweawe** – to influence, have an effect on, have impact on and make a difference.

We have four key values depicted in the graphic below. There are two core values (that we actively embody and live now) and two aspirational values (that we part of who we are and are being reinforced to become core values)

Behavioural descriptions of our values:

We are boldly generous:

Generosity is at the heart of everything we do. We believe in the power of giving to make change. We're focused on enabling all fundraisers across Aotearoa New Zealand to be the best stewards of giving they can be. We have a courageous spirit that is steadfast in following our purpose, getting things done not being afraid when the going gets tough.

We are committed collaborators

Only by working together inclusively can we be truly effective change agents. We value diversity and encourage, build and maintain connections and engagement within, across and outside our sector. We are open to all and share ideas, wins and failures so we can collectively learn and grow.

We hold the highest standards for everyone

Our ethical principles – honesty, respect, integrity, empathy, and transparency – are paramount. We keep ourselves and our members accountable to these principles and the standards that reflect them to build and maintain trust and credibility in our work. We apply these principles and standards inclusively and equitably across the board to lift our profession.

We authentically inspire

This is us. We're real. We're human. We lead with a passion to inspire and celebrate people who give, people to drive giving and the causes that translate giving into change. We're thought leaders – encouraging learning and facilitating growth to push our own and others thinking forward.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual 2021	Target 2021	Actual 2020
Membership Category	Number of members	Number of members	Number of members
FINZ Individual	128		125
FINZ Federated	4		4
FINZ Corporate	44		44
FINZ Organisation	154		162
FINZ Micro	7		
FINZ Discretionary	10		
Total members	347		335
Website impact for FINZ Site	Data	Data	Data
Pageviews	116,465	Not set	105,709
Sessions	43,627	Not set	41,476
Users	23,754	Not set	21,218
New Visitors	83.80%	Not set	80.80%
Returning Visitors	16.20%	Not set	19.20%

Social Media Impact

	<u>Followers</u>	<u>Followers</u>	<u>Followers</u>
LinkedIn	1,274	Not set	1,148
Twitter	1,076	Not set	1,078
Facebook	1,775	Not set	1,684
YouTube	0	Not set	29
Total	4,125		3,939

FINZ Education Event Category

	<u>Number registered</u>	<u>Target</u>	<u>Number registered</u>
FINZ Conference	0		350
FINZ Conference Master Class (including non-members)	0		
Free Covid Webinars	0		820
Demise of cheques webinar	118		
AGM	68	Not set	78
Special General Meeting	41		
Speaker Tours	0	2 tours	Tours (105 registered)
Micro Masterclasses	202		
Members Forum	45		
IAC research Events	60		
FINZ Central (Including Mix & Mingle /Networking/ End of year events)	87	Not set	47
FINZ Northern (Including Mix & Mingle/Networking/end of year events))	156	Not set	64
FINZ Southern (Including Mix & Mingle/Networking/End of year events)	98	Not set	29
Otago (Including Mix & Mingle/Networking/End of year events)	20		
Virtual Learning Lunches - Provided as F2F not available during Covid	240	Not set	627

Additional Information:

The FINZ 2018 Strategy was due to be revised at the end of 2020. Due to the unprecedented year that 2020 proved to be, it was agreed that the Executive Director would prepare a business plan based on the existing strategy, mission and goals from 2018, in which she would flag any matters that conflicted or varied from the existing strategy. There was a consensus that the business plan and budget were the priority and that the board would review strategy in 2021.

We reviewed the weight in relation to resource allocation and changed the goal order i.e.

1. Education: To be the best provider of fundraising education and professional development in New Zealand.

2. Sustainability: To build a sustainable FINZ at all levels, responsive to need and structured for success.

3. Advocacy: To be the lead voice for effective fundraising and philanthropy in NZ. To advocate the value of fundraising to society and government to empower fundraisers in their work in and with communities.

4. Ethics: To promote and uphold the FINZ Code of Professional Conduct, Ethics and Standards.

The review of goals number three and four are based on the fact that the last 18 months have shown that advocacy can no longer just be managed at a reactive level.

This will enable us to deal with the demise of cheques in NZ during 2019-2021 which will have a significant impact on our communities and the vital and important work that our fundraisers do in NZ. FINZ needs to lead the way with a strong voice that best represents our community and members.

In 2019 we designed and implemented an online Ethics module, and we continue to promote Ethical standards. The resources previously weighted to Ethics will for 2021 be redirected to the FINZ cheque use working group.

Statement of Financial Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

	NOTES	2021	2020
Revenue			
Donations, fundraising and other similar revenue	1	43,351	48,737
Fees, subscriptions and other revenue from members	1	166,710	163,202
Revenue from providing goods or services	1	88,688	429,549
Interest, dividends and other investment revenue	1	38	3,663
Total Revenue		298,787	645,152
Expenses			
Volunteer and employee related costs	2	303,700	276,415
Costs related to providing goods or services	2	18,885	219,080
Other expenses	2	82,580	91,037
Total Expenses		405,165	586,532
Surplus /(Deficit for the Year)		(106,378)	58,619

Statement of Financial Position

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

	NOTES	31 DEC 2021	31 DEC 2020
Assets			
Current Assets			
Bank accounts and cash	3	244,808	253,738
Debtors and prepayments	3	109,512	96,570
Other current assets	3	69,359	296
Total Current Assets		423,679	350,603
Non-Current Assets			
Property, plant , equipment and Intangible assets	5-6	6,336	3,678
Other non-current assets	3	1,500	1,500
Total Non-Current Assets		7,836	5,178
Total Assets		431,515	355,781
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	27,322	5,764
Employee costs payable	4	5,821	19,413
Other current liabilities	4	358,140	184,012
Total Current Liabilities		391,284	209,189
Total Liabilities		391,284	209,189
Total Assets less Total Liabilities (Net Assets)		40,232	146,593
Accumulated Funds			
Accumulated surpluses or (deficits)	7	40,232	146,593
Total Accumulated Funds		40,232	146,593

Statement of Cash Flows

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

	2021	2020
Statement of Cash Flows		
Cash Flows from Operating Activities		
Cash was received from		
Government Wage Subsidy Received	35,391	42,148
Donations, fundraising and other similar revenue	7,680	48,737
Fees, subscriptions and other receipts from members	224,096	143,176
Revenue from providing Goods and Services	153,363	346,203
Interest, Dividends and other Investment Receipts	2	4,110
Total Cash was received from	420,532	584,374
Cash was applied to:		
Payments to suppliers and Employees	(432,472)	(543,233)
Donations or Grants Paid	-	-
Net GST	7,906	(7,635)
Total Cash was applied to:	(424,566)	(550,868)
Total Cash Flows from Operating Activities	(4,034)	33,505
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from sale of investments	-	43,116
Receipts from the sale of property, plant and equipment	-	-
Proceeds from loans borrowed from other parties	-	-
Repayments of loans advanced to others	-	-
Total Cash was received from:	-	43,116
Cash was applied to:		
Payments to acquire property, plant, equipment and software	(4,896)	(2,264)
Payments to purchase investments	-	-
Total Cash was applied to:	(4,896)	(2,264)
Net Cash Flows from Investing and Financing Activities	(4,896)	40,852
Net Increase / (Decrease) in Cash	(8,930)	74,357
Opening Cash balance		
Bank Accounts and Cash	253,738	179,381
Total Opening Cash balance	253,738	179,381
Closing Cash balance	244,808	253,738
Bank Accounts and Cash	244,808	253,738

Statement of Accounting Policies

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

Basis of Preparation

Fundraising Institute of New Zealand Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Presentation Currency

The Performance Report is presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$.

Revenue Recognition

Fees and subscriptions from members for the coming year are recorded at the start of the financial year.

Donation and grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no "use or return" condition is attached, the revenue is recognised as income when cash is received.

Donated goods and services are not recognised.

Event income for annual conference and education events are recorded as revenue when they take place.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise bank balances (including short term deposits) with original maturities of 90 days or less.

Trade Receivables

Trade receivables are initially measured in the amount owed. When it is likely that the amount owed, or some portion of, will not be collected, an impairment adjustment is recorded.

Trade Payables

Trade payables are initially measured in the amount owing or billed by or agreed with the supplier. If a supplier invoice is not received, an accrual for an estimate of the amount to be paid will be made.

Statement of Accounting Policies

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

Income Tax

Fundraising Institute of New Zealand was registered as a Charity under the Charities Act 2005 and accordingly are not subject to income tax from 10 February 2018.

Property, Plant, Equipment and Intangibles

Items of property, plant and equipment are initially recognised at cost. Historical cost includes items of expenditure direct attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance expenditure is recognised in the Statement of Financial Performance as incurred.

Depreciation is calculated on a straight line basis over the estimated useful life of the asset. The estimated depreciation rate have been used:

Hardware 25% SL

Office Equipment 7% - 50% SL

Intangibles 33% straight line

Provisions

Provisions are recognised when the entity has an obligation which can be reliably measured at balance date as a result of past event and it is probable that the company will be required to settle the obligation.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the obligation at balance date. Movement in the best estimate are recorded in the Statement of Financial Performance.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (Last year: nil).

Notes to the Performance Report

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2021

	2021	2020
1 : Analysis of Revenue		
Donations, fundraising and other similar revenue		
Resurgence Payments	5,391	-
Grants	37,500	-
Donation Received	460	48,737
Total Donations, fundraising and other similar revenue	43,351	48,737
Fees, subscriptions and other revenue from members		
FINZ Membership	166,710	163,202
Include A Charity Campaign Revenue	-	-
Total Fees, subscriptions and other revenue from members	166,710	163,202
Revenue from providing goods or services		
Conference Income	-	261,261
Professional Development Income	25,529	46,953
Sponsorship Income	14,000	32,262
Marketing & Communications Income	25,065	15,631
Other Income	24,094	73,443
Total Revenue from providing goods or services	88,688	429,549
Interest, dividends and other investment revenue		
Interest Income	38	3,663
Total Interest, dividends and other investment revenue	38	3,663
Total Revenue	298,787	645,152
During the 2021 financial year, FINZ received services in kind as follows:		
Mondial \$13,500 for telemarketing;		
Moceanic \$5,000 for Coaching Sessions/Hub membership/Conference Session;		
Strategic Grants \$57,600 for the Development and implementation of Essentials in Grant Writing Course/ Delivery of April webinar/Access to the GEMS portal/guidance on sustainability Goals in 2021/2022:		
Giving Architects Up to \$50,000 for the of Development of the CIF NZQA qualification;		
Precision@Soar \$50,000 for Printing and mailing for FINZ magazine/Promotional material for Conference;		
Orangebox \$2,000 for Print Services:		
2 : Analysis of Expenses	2021	2020
Volunteer and employee related costs		
ACC	554	535
Salaries	299,799	271,751
Staff Amenities	2,711	1,852
Staff travel: International	-	1,265
Staff travel: National	636	1,011
Recruitment	-	-
Total Volunteer and employee related costs	303,700	276,415
Costs related to providing goods or services		
Conference Expenses	-	183,210
IAC Website & Advertising Expense	-	100
Marketing and Communication Expenses	10,518	9,496
Professional Development Expenses	8,367	26,275
Total Costs related to providing goods or services	18,885	219,080
Other expenses		
Administration Costs	16,304	14,784
Governance Costs	8,896	4,580
Facility Costs	25,080	51,614
Professional Services Expenses	23,954	12,525
Loss on disposal	-	1,952
IAC Research Expenses	8,346	5,583
Total Other expenses	82,580	91,037
Total Expenses	405,165	586,532

	2021	2020
3 : Analysis of Assets		
Bank accounts and cash		
ASB Current Account	244,807	248,100
ASB Savings On Call	0	5,211
Kiwibank Current Account-Otago Division	-	427
Total Bank accounts and cash	244,808	253,738
Debtors and prepayments		
Accounts Receivable - General	-	6,146
Accounts Receivable - Income In Advance	33,992	88,021
Prepayments	75,519	2,402
Total Debtors and prepayments	109,511	96,570
Other current assets		
Funds held on behalf of FINZ	69,359	-
Accrued Revenue	-	296
Total Other current assets	69,359	296
Other non-current assets		
Trademark	1,500	1,500
Total Other non-current assets	1,500	1,500
4 : Analysis of Liabilities		
Creditors and accrued expenses		
Accrued Expenses	2,651	4,881
Accounts Payable	8,082	883
Credit Cards	1,694	1,889
GST	14,896	21,603
Total Creditors and accrued expenses	27,322	29,256
Employee costs payable		
Holiday Pay Accrual	6,856	11,730
Wages Accrual	(1,034)	7,683
Total Employee costs payable	5,821	19,413
Other current liabilities		
Income in Advance - Membership	150,859	155,654
Income in Advance - Sponsorships	206,543	4,849
Funds held on behalf of FINZ	738	-
Total Other current liabilities	358,140	160,504
5 : Property, Plant and Equipment		
Hardware		
Opening Carrying Value	3,213	1,337
Addition	-	2,264
Disposal	-	-
Depreciation	(1,218)	(388)
Total Hardware	1,995	3,213
Office Equipment		
Opening Carrying Value	465	1,524
Addition	-	-
Disposal	-	(699)
Depreciation	(84)	(360)
Total Office Equipment	381	465

	2021	2020
6 : Intangible Assets		
E-Tapestry Database		
Opening Carrying Value	-	-
Addition	4,896	-
Disposal	-	-
Amortisation	(936)	-
Total E-Tapestry Database	3,960	-
Total Property, Plant , Equipment and Intangible Assets	6,336	3,678

7 : Accumulated Funds

Accumulated Funds		
Opening balance General	138,422	81,721
Opening balance Kitty Hilton Reserve	8,188	6,253
Accumulate surpluses or (deficits) General	(106,658)	56,684
Accumulate surpluses or (deficits) Kitty Hilton Fund	280	1,935
Closing bal Kitty Hilton Fund	8,468	8,188
Total Accumulated Funds	40,232	146,593

8 : Commitments

Operating Leases		
Office Premises		
Current	15,111	16,485
Non-Current	-	15,111
Total Office Premises	15,111	31,596
Printer		
Current	1,659	1,659
Non-Current	3,181	4,840
Total Printer	4,840	6,499
Mobile Phones		
Current	432	-
Non-Current	649	-
Total Mobile Phones	1,081	-
Total Operating Leases	21,032	38,095
Total Commitments	21,032	38,095

9 : Contingent Liabilities and Guarantees

There are no contingent liabilities and guarantees as at 31 December 2021 (Last year: nil)

10: Related Parties

There are no related parties during this year (Last year: nil)

11: Events after the Balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.
(Last Year: nil).

2021

2020

12: COVID-19

On January 2020, the spread of novel Corona virus (COVID-19) was declared a public health emergency by the World Health Organisation. On 25 March 2020, New Zealand was placed into Alert Level 4 lockdown to combat the pandemic under the government's COVID-19 strategy and protection framework. In the months following, regions within the country have cycled in and out of various Alert Levels and traffic light states. Some of these Alert Levels and traffic light states have involved further lockdowns and restrictions on citizen movement and activities for extended periods.

The Board will continue to monitor the impact of COVID-19 on the entity, but at the date of signing this report, the Board does not believe the entity has been or will be adversely financially affected by the pandemic. The known and expected impacts of the virus on the entity include:

-FINZ applied for and received \$14,000 (2020: \$42,145) in wage subsidies for 4 employees as part of the Ministry of Social Development's COVID-19 Wage Subsidy Scheme.

- The FINZ 2021 Annual Conference was not able to be held in 2021 and has been postponed to August 2022. The majority of those registered have kept their tickets and are keen to attend the 2022 conference now that restrictions have been lifted.

The Board maintain the view that FINZ has sufficient resources that it will continue to operate as a going concern provided operational targets are met.



Independent auditor's report

To the Members of the Fundraising Institute of New Zealand Incorporated

Opinion

We have audited the accompanying performance report of the Fundraising Institute of New Zealand Incorporated on pages 3 to 4 and pages 6 to 16, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2021, the statement of financial position as at 31 December 2021, and the statement of accounting policies and notes to the performance report.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
- b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended
 - the service performance for the year then ended, and
 - the financial position of the Fundraising Institute of New Zealand Incorporated as at 31 December 2021, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of the Fundraising Institute of New Zealand Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, the Fundraising Institute of New Zealand Incorporated

Board's responsibilities for the performance report

The Board are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of the Fundraising Institute of New Zealand Incorporated which comprises:

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- the entity information
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board are responsible on behalf of the Fundraising Institute of New Zealand Incorporated's for assessing the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Fundraising Institute of New Zealand Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fundraising Institute of New Zealand Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Fundraising Institute of New Zealand Incorporated to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.



- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

This report is made solely to the members of the Fundraising Institute of New Zealand Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.

Moore Markhams

Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
10 May 2022



FINZ MEMBERSHIP REPORT

For Executive Director

FUNDRAISING INSTITUTE OF NEW ZEALAND INC.

For Period ending 31 December 2021

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List of Members A-Z	4 - 11

FUNDRAISING INSTITUTE OF NEW ZEALAND

Membership listing as at 31 Dec 2021

Summary			Number of Members		
			2021		2020
Org Tier	1		14		12
Org Tier	2		58		56
Org Tier	3		55		60
Org Tier	4		27		34
Corp Band	A		3		5
Corp Band	B		2		3
Corp Band	C		5		3
Corp Band	D		33		33
Individual			109		115
Fellows			18		10
Federated			3		3
Federated Hospice			1		1
Micro			7		0
Discretionary			10		0
Honorary			0		0
Sponsors	Only those not included elsewhere in count		17		0
			362		335

First Quarter 2022 Membership Report

Overview

At the end of 2021 we sent out invoices to renew our members within the freshly minted Membership Restructure. With many members unaware of the restructure having taken place despite plenty of comms, this meant many a communication and multiple occasions where discounts became necessary for those who had significantly increased fees. Another side effect was that some organisations moved from organisational to individual, and vice versa. Overall, there was real sense of loyalty across the renewal process with the majority of our non-renewing members being individuals and suppliers (who almost all experienced a 50% minimum increase in fees). The upshot of this was that membership statistics have proved hard to pinpoint for this round.

Decommissioning of Federated Membership

With the decommissioning of federated membership (now Brand Collective where applicable), there was a lot of movement in membership numbers. This equated to two organisations having bespoke, discounted membership fees on the proviso they would have 100% uptake (Hospice (25) and Cancer Society (6)); One organization (St John) moving to a Band 1 membership to cover all their branches and the last broken into their bands and invoiced at full price (Presbyterian Support (7)). Overall, this equated to a net profit compared to their 2021 fees. There was strong support from all head offices in this move.

Fellows

With the reduction in active fellow numbers at the end of 2021, we now have 14 individuals in this category. The retired fellows, though keeping post-nominals, have not been included in the reported numbers for clarity. At present, of the 14 fellows, 10 have membership through their organisations and 4, not affiliated directly to an organization, pay an individual fee.

Renewals and Present Figures

Our retention rate for renewals this year was 87% when considering rolled over sponsorship/partnership agreements, discretionary/free memberships as part of the ANZ grant, transfer of membership across individual/organizational and fellows without individual membership.

We have thus far in 2022 recruited 51 new members when considering ex federated membership, now considered 'New Brand Collective and counted individually, and the onboarding of a Brand Collective membership offer to Community Foundations and their member foundations (15). With a target of 80 new members at the start of 2022, we are set to overtake this without any trouble. I am hopeful that with a focus on recruitment in the coming months these numbers will continue to rise.

We have 378 members as at 22nd April 2022.

Authored by Esha Blade (Relationship Manager)

List of FINZ Members 2021
350 Aotearoa
AA Directions
Alzheimers New Zealand
Amelia Davis
Amnesty International New Zealand
Ana Toneato
Andrea Harper
Andrew Gray
Anne Gummer
Arthritis New Zealand
Ash Arrowsmith
ASI Advanced Solutions International
AskRight Ltd (M)
Assistance Dogs New Zealand Trust (M)
Auckland City Mission
Auckland Health Foundation
Auckland Philharmonia Orchestra
Auckland Sexual Abuse Help Foundation
Auckland War Memorial Museum
Auckland Women's Centre
Aviva (formerly Christchurch Women's Refuge)
Barnardos New Zealand
Barrer & Co
Barry Raeburn
BePartnerReady.com Pty Ltd
Better World Communications Limited trading as Moceanic
Bevan Trotman
Billy Graham Youth Foundation
Black
Blackbaud Limited
Blind and Low Vision NZ (M)
Board Pro
Bone Marrow Cancer Trust
Brackenridge
Brendon Veale
Brian McGinn
Bridget Paterson
Bruce Waldin
Caitlin Fowler c/o YMCA Auckland
Cancer Society of New Zealand Incorporated (Federated Mbr)
CanTeen
Canterbury Medical Research Foundation
Canterbury West Coast Air Rescue Trust
Carey Baptist College
Caritas Aotearoa New Zealand
Carlene Kelso
Carol Painter
Caroline Budge
Carolyn Santiago

CBM International M
CCS Disability Action
CFRE
Chamber Music New Zealand Foundation Incorporated
Charlotte Nightingale
Cheryl Moffat
Child Cancer Foundation Incorporated
ChildFund New Zealand
Cholmondeley
Chooza
Christ's College
Clare Baker
Clive Pedley
Coastguard Boating Education
Coastguard New Zealand
Communicate Change Ltd t/a Heart for Causes
Community Solutions NZ Limited
Community Wellbeing North Canterbury Trust
Craig Ireson
Cure Kids
Cystic Fibrosis Association of NZ
Daniel Reddish
Data Zoo
Datasourcery Limited
Dawn Sanders
Dementia Auckland (J)
Development And Alumni Relations Office - University of Otago
Diabetes NZ Auckland Branch
Dianne Armstrong
Dominique Leeming
Donna Davidson
Dr Irina Francken
Dress for Success Wellington
DTV Asia
Earle Wilkes (M)
Elizabeth Young
Ellie Gray
Emily Edwards
Errol Pike
Eunice Borrie
Excel
Execucare NZ (S)
Experience Wellington - Wellington Museums Trust
Family for Every Child New Zealand Trust
Fansdonate Pty Ltd
Far East Broadcasting Company
Fiona Smith
FredRaimihoa - Catholic Diocese of Hamilton (M)
Fulbright New Zealand Trust (Incorporated)
Funding Connection Ltd (M)

Funding HQ
Fundraising Partners Pty. Ltd
Fundraising Research
Gail Rotherham
Garden To Table
Gavin McLellan
George Anderson
George Kimani
Geyser Community Foundation
Giblin & Associates
GirlGuiding NZ
Giv2 Ltd
Givahoy
Giving Architect (S)
Grant Cowie
Grassrootz
Greenpeace New Zealand
Greg Halse
Gut Cancer Foundation
Gwen Green (#12332)
Hagar Humanitarian Aid Trust
Hancock Creative
Hawkes Bay Rescue Helicopter Trust
Heart Kids New Zealand
Heather Newell
Heba Mashhour
Helen Kelland
Hutt Valley Sexual Abuse Support and Healing
IHC New Zealand Inc.
Infoodle Limited
Infosoft Ltd
Inspired Adventures
InZone Education Foundation
Isobell Tregoweth
J Lyon Consulting (M)
Jacinda Baxter
Jacob Sheehan
Jacqueline Campbell
Jan Teresa Morgan
Janferie Bryce-Chapman
Jasmine Groves
Jessica Meurant
Jim Datson
Jim Mutch
Jinnette Pickford
Jo Dowling
Joanne Clement
Joanne Kinnaird
Jocelyn Bray
John Godfrey

John Hooper
John Thomason
Judith Wakelin
Julian Hadfield
Juliet Blyth
Kaibosh Food Rescue
Kate Russell
Kathryn Michie
Katie Martin (S)
Kevin Salmon
Keystone New Zealand Property Education Trust
Kidney Health New Zealand
Kidney Kids NZ Incorporated
Kidscan Charitable Trust
KIDZ NEED DADZ Charitable Trust NZ (INCORPORATED)
Kind Hearts Movement
King's College
Kirsty Stratford
Latin American New Zealand Business Council
Laura Fergusson Foundation
LemonTree (M)
Leprosy Mission New Zealand
Letticia Mincham
Leukaemia & Blood Cancer New Zealand
Lifewise
Linda Grigg
Lisa McLaren
Lisa Wells
Liv Cochrane
Lori Luke
Louise Parkin
Lydia Hemingway
Macular Degeneration New Zealand (M)
Maia Health Foundation
Maitland and Associates Ltd
Make-A-Wish (M)
Mark Collyns (M) (Mercy Ships New Zealand)
Marketing Impact Ltd
Mary-Louise Schroder
Matthew Reweti
Medecins Sans Frontieres New Zealand
Medical Prize Charitable Trust
Medical Research Institute of New Zealand
Mel Keith
Melanie Middleditch
Mental Health Foundation of New Zealand (M)
Mercy Ships New Zealand (M)
Michael Herman
Michaela Tahere
Michelle Atkinson

Michelle Hunt
Mike Edgar
Mitch Murdoch
MonDial Fundraising Comms Pty Ltd
Multiple Sclerosis Society of New Zealand (M)
Muscular Dystrophy Association New Zealand
My Fundraiser NZ Limited
Natasha McDougall (M)
National Heart Foundation Of New Zealand
Netstrategies Pty Ltd
Nettie Stow
Neurological Foundation of New Zealand
New Zealand AIDS Foundation
New Zealand Council of Victim Support
New Zealand Labour Party
New Zealand Land Search and Rescue Inc
New Zealand Organisation for Rare Disorders (M)
New Zealand Post Limited
New Zealand Red Cross
NEW ZEALAND RIDING FOR THE DISABLED
New Zealand Rugby Foundation
New Zealand School of Dance
New Zealand Spinal Trust
Nikau Foundation
Northland Foundation (M)
Orana Wildlife Park
Orangebox Wellington
Orphans Aid International Charitable Trust
Outside Insights Ltd
Outward Bound Trust of New Zealand
Oxfam Aotearoa New Zealand
Pamela Tregonning
Parachute Digital
Parkinsons New Zealand
Pat Thomas
Pathway Trust
Patricia Mackenzie
Paul Cleary, C/o Student Job Search
Payminty Limited
Peak Foundation
Perpetual Guardian Trust
PFRA
Pillars-Ka Pou Whakahou Inc.
Precision@Soar
Presbyterian Support New Zealand (M)
Prostate Cancer Foundation of NZ
Rachael Payne
Rachel Clarke M
Radio Lollipop New Zealand Limited
Raisers Hub (Previously 2Evolve)

Raukatauri Music Therapy Trust
Rebecca Macfie
Renata Krzyszycha
RNZSPCA (a.k.a SPCA New Zealand)
Road Safety Education Limited (M)
ROE Print Services Ltd
Ronald McDonald House Charities New Zealand
Ronald McDonald House South Island
Rosemary Ledingham
Rosemary Such
Royal Forest & Bird Protection Society of New Zealand
Royal New Zealand Plunket Trust
Ruchika Jayatilaka
Russell Thorp
S.O.S Kaipara
SAFE, Save Animals from Exploitation
Sally O'Brien
Sarah Berman
Sarah Crawford
Sarah Duckworth
Sarah Malin (M)
Sarah Maxwell
Save the Children New Zealand
Scripture Union New Zealand
SFDC Australia Pty. Ltd.
Shelley Trutsch
Sho Isogai (M)
Simon Cullum
Sir Peter Blake Marine Education Recreation Centre
Six Pillars Ltd
Skylight
Solution Dynamics Limited
Sophie Westacott
Southern Cochlear Implant Programme
Spirit of Adventure Trust
St John New Zealand
St Margaret's College Foundation
Starship Foundation
Stefan Lipa
Stephanie Maitland
Stephen Bramley
Stepping Stone Trust
Strategic Grants Pty Ltd
Strategic Grants Pty Ltd
Sue Evans
Super Generous - aka Fund A Future
Susan Henson
Susan Wall
Suzanne Silva
Sweet Louise

Taranaki Air Ambulance Trust
Taranaki Health Foundation
TaxGift Limited
Te Ha Ora the Asthma & Respiratory Foundation NZ
Te Mana O Ngāi Rangitahi Charitable Trust
Te Pou Theatre Trust
Tearfund
Tedirex Pty Ltd (M)
Tessa Kain
The Catholic Caring Foundation
The Duke of Edinburgh's Hillary Award
The Fred Hollows Foundation
The Himalayan Trust
The Hunger Project New Zealand
The Life Flight Trust
THE MALAGHAN INSTITUTE OF MEDICAL RESEARCH
The Motor Neurone Disease Association of New Zealand
The Mums Clique
The National Foundation for the Deaf Inc
The Neonatal Trust
The NZ Breast Cancer Foundation
The Red Bow
The Salvation Army
The Supported Life Style Hauraki Trust
The University of Auckland (M)
The University of Waikato
Thomas Kavanagh
TNC New Zealand Trust
Traci Stanbury
Unicef NZ
Unity4 Contact Centre Outsourcing Limited
UpsideDowns Education Trust
Variety The Childrens Charity
Victoria University of Wellington Development Office
VisionWest Community Trust
Voices of Hope
Wallace Niederer
Wayne McKenzie
Well Foundation
Wellington City Mission
Wellington Free Ambulance
Wellington Hospitals Foundation (M)
Wellington Pride Festival
Wellington Sexual Abuse HELP Foundation
Whangarei Art Museum Trust
Wharekaka Trust Board Incorporated
William Buck
Wishbone Orthopaedic Research Foundation of New Zealand (M)
World Vision New Zealand
WWF New Zealand

Youthline Auckland Charitable Trust (M)
Zorva Consulting Limited



Annual Report – Digital Analytics 2021 produced by Minnie Finlayson, Digital education and Marketing Manager

Please note: Data from 2020 was referenced from Jan-Oct of that year. 2021 data is referenced from Jan – Dec, as it was in the years prior to 2020.

Followers:

Facebook:	LinkedIn:	Twitter:
Jan 21 – 1,684	Jan 21 – 1,148	Jan 21 – 1,078
Dec 21 – 1,775	Dec 21 – 1,274	Dec 21 – 1,076
91 Increase	126 Increase	2 Decrease

217 New Followers across FINZ Social Media accounts across 2021

4,125 Total Followers (up 245 people since October 2020 Annual Report)

Increase in followers is lower than in previous years, with Twitter receiving a decrease in followers. In the past, the new follower count has increased by ~100 across channels.

Some of this may be attributed to the ongoing effects of the global pandemic – a lot of the content scheduled for 2021 was related to Conference, which was postponed several times resulting in a loss of social media posts going out. This hypothesis will be examined further in Engagement.

Engagement:

There was no clear difference between posting using Buffer or direct to a social media account. To make best use of limited time, Buffer will continue to be used to schedule posts and direct posts will only be made for video and urgent updates or corrections.

Number of Posts in 2021 (across channels): 555 (185 on each channel)

In 2020, 963 posts went out across channels. In 2021, only around half as many posts went out. This would account for the number of Conference related promotional and informational posts. An aim for 2022 will be to have more posts not related to Conference at the ready for any future changes to the biggest event on the FINZ calendar.

Average Direct Post Engagement (Clicks, Reactions, Comments, Shares): 13

As the 2020 data predicted, by December of that year FINZ social media posts had exceeded the number of posts made in 2019. As predicted from the 2020 review, the average direct interaction on posts has gone down. Social media algorithms are known to prioritise posts without links, so creating

engaging social media posts that do not contain links will be a focus for 2022. I believe the social media giants do this to encourage spending on their sites (and retaining their audience), so deciding on at least one post a month that will be sponsored across social channels will be utilised moving forward.

New branding for Events will hopefully see an increase in these numbers – the stats for January 2022 are already looking much better than those of 2021.

Reach of posts still seems greatly exaggerated across all platforms considering the direct interactions with the posts are much lower. This has been tracked but I don't think it needs an actual break down.

Magazine:

719 Visitors over 2021 to online magazine

698 New Users in 2021

Down regular visitors from 2020. The magazine had fewer issues released in 2021. The Autumn 2021 Release (the Conference focus edition) was the most accessed.

FINZ Magazine Readers Hail From:

- New Zealand (72%)
- Australia (13%)
- United States of America (6%)
- United Kingdom (5%)
- Rest of the world (4%)

Nearly 20% more people access the Magazine from Auckland than from Wellington, about proportionate with the large base of fundraisers and population size of Auckland.

Website:

23,754 Users, up from 2020

22,785 New Users, up from 2020

Desktop: 79% (up from 2020) | Mobile 20% (down from 2020) | Tablet 1% (down from 2020)

Top 5 Visited Pages:

1. Home Page (Same)
2. Job Vacancies (Up 2)
3. 2021 Conference Home Page (Down 1)
4. FINZ Events (Up 4)
5. 2021 Conference Program (Down 2)

Also of note, the Member's Area remains in the top 10 pages visited even though it is no longer in the top 5. This is a great vote of confidence from Members in the new Cheque Advocacy Toolkit and Fundraising Toolkit webpages and resources.

In 2020:

1. Home Page
2. 2020 Conference Page

3. 2020 Conference Program
4. Job Vacancies (Link to page changed in 2020, would have scored higher if old link and new link scored together)
5. Member's Area (NEW)

76.5% of users are from New Zealand, 10.2% from Australia, 4.1% from USA, and under 2% in the UK and Ukraine.

Most website visits happen between 9am – 3pm, with an increase on Thursdays.

As observed in 2020, the day change is interesting to note, in 2019 the most popular day was Wednesday aka the day we put out Job Services EDM. In 2020 we moved Jobs to Thursdays and put FINZ Focus out on Wednesdays to try and take advantage of that audience. While Wednesday is the second most visited day, the day Job Vacancies is sent out is still seeing the highest visitor rate. It is interesting to see this holds true for 2021 too.

Education On Demand

Most Popular free download: *COVID-19 and YOUR Cause – Weathering the Storm*

Most Popular paid download: *Fundraising Essentials | Do You Still Love Me? With Chris Downes*

There were a total of 100 downloads in 2021, 11 of which were free.

32/35 available items were engaged with. This is a 20% increase from 2020.

Income 2021: \$8,127.50

Income 2020: \$5,962.50

Income 2019: \$135.00

Fundraising Essentials continues to be the most well-performing item in the Education On Demand store. However, expanding the range available in the EOD Store, as hoped for in 2020, has been a great success - with nearly 92% of items being interacted with and total downloads going up by around 50%.

Additionally, it is great to see so many of the EOD downloads being paid for. The number of free downloads have all been in support of the free material created to support fundraisers through the ongoing pandemic.

We may also be able to attribute the number of downloads to the 50% of items in EOD store that was made available to fundraisers when Aotearoa went into Level 4 Lockdown in the middle of 2021. It will be interesting to see how this number changes in 2022, especially with the range of Essentials in Fundraising courses being expanded upon.

Courses

Fundraising Essentials (supplied by Tamla)

FE purchased in 2021: 34

FE purchased in 2022: 0

Fundraising Essentials Completed in 2021: 11

Only 4 Fundraising Essentials were Completed in 2020, so it's great to see more people are completing the course. However, this is only a 32% completion rate of sign ups.

There are currently 51% of users who are in the process of completing Fundraising Essentials, and 23% who have yet to start.

Ethics

Ethic modules in 2021: 16

Ethics module in 2022: 12

Note: It is only possible to see how many people have completed the course in a year with Community Heart's reporting system. The number of those who sign up is amalgamated with previous years' sign ups.



Member Engagement Sub Committee Report 2021

Northern

Northern Region has a committee of 10 people, seven in Auckland, and one in each of Northland, Waikato and Bay of Plenty.

Delivered one Roundtable Session (April) and three Mix n Mingle Networking Events (April, May, July). Annual total of 95 attendances, over the four events.

Natalie Edwards, Garden to Table Trust was awarded the FINZ Northern Conference Scholarship.

FINZ Northern Facebook group (157 members). Keeps members up to date and provides a place for members to engage and share with their fundraising colleagues. Search for 'FINZ northern' if you have not already joined this group.

Central

Central region has a committee of five people, all in Wellington.

Delivered one Roundtable session (June), two Mix n Mingle Networking Events (March and August) and an end of year holiday party (November). Annual total of 89 attendances, over the four events.

Mel Keith, Zealandia was awarded the FINZ Central Conference Scholarship.

The Central committee, given its proximity to the national office, have enjoyed helping the National office staff with various tasks over the year.

A big thank you must go to all regional committee volunteers across New Zealand during another challenging year organising face to face events for FINZ members. The Northern regional committee volunteers were heavily impacted by lockdowns in 2021 and we thank you for your continued involvement with the committee during this time.



Report from FINZ Ethics Committee – FY2021

During a process of Constitutional Review in 2020, the Institute endorsed changes to the Ethics' Committee's operating environment.

The FY 2021 was the first full year of working under the changes which consisted of an increase to the size of the committee from three to five members, and a revised complaints process. At the same time, a committee member job description was also created.

All these measures have resulted in improved procedures. For most of the year all members were available. When one member could not participate briefly, the committee could still operate well. The revised complaints process brought clarity to the various steps in the complaints process, timeframes, and the relevant roles of the committee, Executive Director, and Board.

Enquiries as to whether an issue or matter of concern falls within the FINZ formal complaints process reach the Executive Director, the first FINZ port of call, from time to time. Some questions only require clarification a piece of information. During the FY 2021 the office received three such approaches. Such queries may be outside of our remit, include organisations and individuals that are not members of FINZ, or issues that are deemed internal HR grievances.

Two formal complaints were received and considered by the Ethics Committee during FY2021. In one case, the member was considered to have shown unsatisfactory conduct and a number of penalties were imposed. In the other case, the process was not continued through to completion as the member resigned their membership of FINZ.

During its discussions, the Ethics Committee noted several areas where the existing Code of Ethics and Conduct required updating. This is understandable as the Codes have not been revised for quite some time. Inconsistent wording reflects the fact that some clauses have become difficult to align with the FINZ member categories that have evolved over the years.

The Committee welcomes the Institute's 2022 revision of the Codes and has submitted feedback as part of this process. We look forward to working with Codes which are more accessible, clearer, and more relevant to all FINZ members, irrespective of their membership type.

Carol Painter
Chair
FINZ Ethics Committee