

Protocols of UN Youth New Zealand

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I. Nature of the Protocols

1. Nature

- 1.1. The Protocols comprise all the rules in this document.
- 1.2. In accordance with the Constitution of UN Youth, the Protocols are the single authoritative statement of the operations, rules and internal policies of UN Youth after the Constitution.
- 1.3. The Protocols bind all Members.

2. Style and Interpretation

- 2.1. The Protocols should be interpreted broadly.
- 2.2. Any questions of interpretation must be dealt with by National Council.

3. Maintenance

- 3.1. For the avoidance of doubt, any Member may submit proposals to amend the Protocols to National Council.
- 3.2. If the Constitution is amended, National Council must consider relevant amendments to the Protocols as soon as is reasonably practicable.

4. Distribution

- 4.1. The Protocols must be:
 - 4.1.1. made available on the UN Youth website for public access;
 - 4.1.2. included in any induction, training or volunteer welcome packs; and
 - 4.1.3. made available on UN Youth's document management system for download by volunteers.
- 4.2. The Welfare Protocol must be provided to all Members applying or registering for a UN Youth activity.
- 4.3. An updated PDF version of the Protocols that incorporates any amendments should be published online, and sent to all volunteers, no more than 2 weeks after each National Council meeting.

5. Branding [repealed]

II. Welfare

[Note these Protocols can be found separately in the National Policy Manual]

6. Purpose of the Welfare Protocol
7. General Policies
8. General Policy Requirements for all Events
9. Event-Specific Policy: Regional and National Events
10. Event-Specific Policies: International Delegations
11. Event-Specific Policies: Volunteer Events
12. Record-keeping
13. Appendices

III. National Events

14. All National Events

- 14.1. The National Executive shall appoint Officeholders to organise and lead National Events.
- 14.2. The positions outlined below may be altered when making appointments by the National Executive in consultation with the relevant Coordinator.

15. National Tertiary Event

- 15.1. National Tertiary Event may be shortened to National Tertiary Event. It is an event for tertiary-level students.
- 15.2. National Tertiary Event may be hosted annually in any Region. The host Region will typically be the one that the National Tertiary Event Coordinator resides in.
- 15.3. In addition to the National Tertiary Event Coordinator, the National Tertiary Event Committee typically comprise the following positions:
 - 15.3.1. Assistant Coordinator;
 - 15.3.2. Education Officer;
 - 15.3.3. Finance Officer;
 - 15.3.4. Promotions Officer, and;
 - 15.3.5. Registrations Officer.
- 15.4. The National Tertiary Event Coordinator must submit a report to each National Council meeting.

16. **New Zealand Model United Nations**

- 16.1. New Zealand Model United Nations may be shortened to NZ Model UN. It is an event for secondary-level students.
- 16.2. NZ Model UN shall be hosted in Wellington annually.
- 16.3. In addition to the NZ Model UN Coordinator, the NZ Model UN Committee typically comprise the following positions:
 - 16.3.1. Communications Officer;
 - 16.3.2. Conference Assistant Officer;
 - 16.3.3. Education Officer;
 - 16.3.4. Logistics Officer, and;
 - 16.3.5. Registrations Officer.
- 16.4. The NZ Model UN Coordinator must submit a report to each National Council meeting.

17. **Diplomacy Competition**

- 17.1. Diplomacy Competition shall be a free, online event for secondary-level students.
- 17.2. The National Executive shall appoint Diplomacy Competition Coordinator and other Competition staff in consultation with the Coordinator from time to time.
- 17.3. Diplomacy Competition Coordinator must submit a report to each National Council meeting.

18. **Aotearoa Youth Declaration**

- 18.1. Aotearoa Youth Declaration is an event for secondary-level students.
- 18.2. Aotearoa Youth Declaration will be hosted annually in Auckland.
- 18.3. In addition to the Aotearoa Youth Declaration Coordinator, the Aotearoa Youth Declaration Committee typically comprise the following positions:
 - 18.3.1. Assistant Coordinator;
 - 18.3.2. Communications Officer;
 - 18.3.3. Education Officer;
 - 18.3.4. Logistics Officer, and;
 - 18.3.5. Registrations Officer.

- 18.4. The Aotearoa Youth Declaration Coordinator must submit a report to each National Council meeting.
19. **NZ Model Parliament**
- 19.1. NZ Model Parliament is a civics education event for secondary-level students to engage with the NZ Parliamentary system.
- 19.2. NZ Model Parliament is to be hosted in Christchurch annually.
- 19.3. The National Executive shall appoint the NZ Model Parliament Coordinator and other Committee members in consultation with the Coordinator from time to time.
- 19.4. The NZ Model Parliament Coordinator must submit a report to each National Council meeting.
20. **Finances**
- 20.1. All National Events should be run to a budget with a safety margin of five per cent or greater, unless otherwise agreed with the National Finances Officer.
- 20.2. Volunteers organising and leading National Events must submit their updated budgets to each National Council in advance of each National Council meeting.
21. **Conference Staff Selections**
- 21.1. Officeholder selection processes and appointments must be consistent with Protocol II.
- 21.2. Officeholders appointed to organise and lead National Events shall not be charged a fee to attend the National Events they are organising and leading.
22. **Review and Feedback**
- 22.1. Officeholders organising and leading National Events are required to seek feedback from all participants and to provide this to National Council as a part of final reports.
- 22.2. In addition to preparing reports to National Council, the relevant Officeholders must prepare a full evaluation report on all major aspects of the National Event. This evaluation report must be made available to all volunteers and is provided primarily for the purpose of guiding the next group of Officeholders to organise and lead the National Event.

IV. **International Delegations**

23. All International Delegations

- 23.1.** International Delegations run by UN Youth should have an itinerary that is agreed between the Delegation's Directorship and the National Executive.
- 23.2. When travelling in International Delegations involving secondary-level Members, under no circumstances shall students of the opposite gender share a room in trip accommodation unless a volunteer is also present.
- 23.3. International Delegations should not travel to countries where New Zealand's Ministry of Foreign Affairs and Trade does not recommend travel to that location.

24. UN Youth New Zealand Delegation to AMUNC

- 24.1.** The National Executive may, at their discretion, appoint a Head Delegate to organise and lead the UN Youth New Zealand Delegation to AMUNC.
- 24.2. Participants will be responsible for arranging their own travel arrangements, and may be responsible for arranging their own accommodation.
- 24.3. The responsibilities of the Head Delegate shall be agreed between the Head Delegate and the National Executive from time to time.

25. Global Development Tour

- 25.1.** The Global Development Tour must, in addition to agreeing the itinerary in its entirety with the National Executive, visit destinations which provide the delegation with the opportunity to:
 - 25.1.1. Partake in a range of educationally valuable meetings in line with the vision of the tour;
 - 25.1.2. Engage in broader educational opportunities such as historical, social and cultural learning;
 - 25.1.3. Increase their understanding of international affairs and global development, and;
 - 25.1.4. Any other purposes agreed to between the National Executive and Directorship, which would provide the Delegation with positive educational experiences.
- 25.2. The destinations must be selected prior to delegate applications opening, with draft itineraries produced throughout the planning process, and a finalised itinerary made available prior to the Global Development Tour's departure from New Zealand to the National Executive, the participants and the parents and guardians of the participants.
- 25.3. The itinerary must also be provided in the Director's next National Council report.

- 25.4. Applicants will not be eligible to participate in the Global Development Tour unless they will be 16 years old (or older) when the Global Development Tour departs New Zealand.
- 25.5. Applicants will not be eligible to participate in the Global Development Tour unless they are currently enrolled in year 12 or year 13 of their secondary school studies at the time of applying to be considered for selection.
- 25.6. Assistant Directors must be appointed by the National Executive in consultation with the Director in each year.
- 25.7. There will be three Assistant Directors, each allocated responsibility for a portfolio of duties. The three portfolios, subject to the discretion of the National Executive, may be, but are not limited to:
 - 25.7.1. Education: organising training for the delegates at a planning and training weekend in December every year and planning all educational aspects of the trip;
 - 25.7.2. Sponsorship: organising group sponsorship applications, assisting delegates with individual or small group sponsorship applications and liaising with the National Relations Officer; and
 - 25.7.3. Logistics: planning flights, accommodation and the day-to-day activities of the itinerary, including planning the logistics for the planning weekend in December.
 - 25.7.4. Communications: organising external relationships, communicating with parents, guardians, delegates and other key stakeholders, overseeing social media and promotions.
- 25.8. The Directorship must prepare a preliminary budget and this budget must be approved by the National Executive before any significant costs are incurred, including any flight bookings, unless an NX Resolution is passed allowing for a significant cost to be incurred. Minor costs may be incurred provided they do not exceed a total value of \$500.
- 25.9. The Director must prepare reports for each National Council meeting during their term.
- 25.10. The Global Development Tour Director, in consultation with the Assistant Directors, must prepare a final report of the trip to present at April National Council, unless otherwise agreed with the National Executive.
- 25.11. In addition to regularly updating the draft budget throughout the lead up to the Tour, at least one month before the Global Development Tour departs from New Zealand, the Director must present to the National Executive a pre-departure budget of all expected spending while overseas, for their approval and the transferring of the appropriate amount into cash and credit cards to be taken overseas.

- 25.12. Participants are not permitted to travel independently of the Global Development Tour.
- 25.13. One Assistant Director may travel independently of the Global Development Tour at any time either before or after the study tour and Global Development Tour conference.
- 26. **UN Youth New Zealand Pacific Project**
 - 26.1. The Pacific Project must, in addition to agreeing the itinerary in its entirety with the National Executive, visit at least two of the following destinations:
 - 26.1.1. a Pacific nation, in order to participate in development work; and
 - 26.1.2. the city in Australia hosting the UN Youth Australia National Conference in each particular year.
 - 26.2. Each destination that the Pacific Project visits in the itinerary must incorporate an educational aspect that will benefit Members.
 - 26.3. The destinations must be selected prior to delegate applications opening, with draft itineraries produced throughout the planning process, and a finalised itinerary and made available prior to the departure of the Pacific Project to the National Executive, the participants and the parents and guardians of the participants.
 - 26.4. Applicants will not be eligible to participate in the Pacific Project unless they will be 15 years old (or older) when the Pacific Project departs New Zealand.
 - 26.5. Up to two Assistant Directors must be appointed by the National Executive in consultation with the Director in each year.
 - 26.6. The Directorship must prepare a budget and this budget must be approved by the National Executive before any significant costs are incurred, including any flight bookings, unless an NX Resolution is passed allowing for a significant cost to be incurred. Minor costs may be incurred provided they do not exceed a total value of \$500.
 - 26.7. The Director must prepare reports for each National Council meeting during their term.
 - 26.8. The Director, in consultation with Assistant Director(s), must prepare a final report of the trip to present at September National Council, unless otherwise agreed with the National Executive.
 - 26.9. In addition to regularly updating the draft budget throughout the lead up to the Tour, at least one month before the Pacific Project departs from New Zealand, the Director must present to the National Executive a pre-departure budget of all expected spending while overseas, for their approval and the transferring of the appropriate amount into cash and credit cards to be taken overseas.

27. **NZ Universities' Delegation to The Harvard National Model United Nations (North America Leadership Tour)**

- 27.1. The North America Leadership Tour must, in addition to agreeing the itinerary in its entirety with the National Executive, visit at least two of the following destinations:
- 27.1.1. San Francisco;
 - 27.1.2. Washington D.C.;
 - 27.1.3. New York.
- 27.2. The destinations must be selected prior to delegate applications opening, with draft itineraries produced throughout the planning process, and a finalised itinerary and made available prior to the departure of the North America Leadership Tour to the National Executive and the participants. The itinerary must also be provided in the (Co-) Director's next National Council report.
- 27.3. Applicants will not be eligible to participate in the North America Leadership Tour unless they will be 18 years old (or older) when the Tour departs New Zealand.
- 27.4. Applicants will not be eligible to participate in the North America Leadership Tour unless they are at least a second year New Zealand university student when the Tour departs New Zealand.
- 27.5. There may be a single Director or two Co-Directors that must be appointed by the National Executive.
- 27.6. There may be Deputy Directors which must be appointed by the National Executive in consultation with the (Co-) Director(s).
- 27.7. The (Co-) Director(s) must prepare a budget and this budget must be approved by the National Executive before any significant costs are incurred, including any flight bookings, unless an NX Resolution is passed allowing for a significant cost to be incurred. Minor costs may be incurred provided they do not exceed a total value of \$500.
- 27.8. The (Co-) Director(s) must prepare reports for each National Council meeting during their term.
- 27.9. The North America Leadership Tour (Co-) Director(s) must prepare a final report of the trip to be presented at April National Council, unless otherwise agreed with the National Executive.
- 27.10. In addition to regularly updating the draft budget throughout the lead up to the Tour, at least one month before the North America Leadership Tour departs from New Zealand, the (Co-) Director(s) must present to the National Executive a pre-departure budget of all expected spending while overseas, for their approval and the transferring of the appropriate amount into cash and credit cards to be taken overseas.

28. **The UN Youth New Zealand Globalisation Tour**

- 28.1. The itinerary of the Globalisation Tour must be agreed to between the Globalisation Tour staff and the National Executive.
- 28.2. Each destination that the Globalisation Tour visits in the itinerary must incorporate an educational aspect that will benefit Members.
- 28.3. The destinations must be selected prior to delegate applications opening, with draft itineraries produced throughout the planning process, and a finalised itinerary and made available prior to the departure of the Globalisation Tour to the National Executive and the participants. The itinerary must also be provided in the Director's next National Council report.
- 28.4. Applicants will not be eligible to apply to participate in the Globalisation Tour unless they are 18 years old (or older) and they are studying at a New Zealand university or tertiary institution when the Globalisation Tour departs New Zealand.
- 28.5. The Globalisation Tour will be staffed by a Directorship of at least two volunteers, with their positions to be decided by the National Executive.
- 28.6. The Directorship must prepare a budget and this budget must be approved by the National Executive before any significant costs are incurred, including any flight bookings, unless an NX Resolution is passed allowing for a significant cost to be incurred. Minor costs may be incurred provided they do not exceed a total value of \$500.
- 28.7. The Directorship must prepare reports for each National Council meeting during their term.
- 28.8. The Directorship must prepare a final report of the trip to be presented at April National Council, unless otherwise agreed with the National Executive.
- 28.9. In addition to regularly updating the draft budget throughout the lead up to the Tour, at least one month before the Tour departs from New Zealand, the Director must present to the National Executive a pre-departure budget of all expected spending while overseas, for their approval and the transferring of the appropriate amount into cash and credit cards to be taken overseas.
- 28.10. Participants are permitted to travel independently of the Tour after its completion.
- 28.11. With the prior approval of the National Executive, a member of the Directorship may travel independently of the Tour at any time either before or after the study Tour, provided the delegation is always accompanied by at least two members of the Directorship.

29. **The New Zealand Delegation to the Evatt Competition (Evatt Competition Delegation)**

29.1. The Evatt Competition Delegation must, in addition to agreeing to the itinerary in its entirety with the National Executive, visit the Australian city hosting UN Youth Australia's Evatt Competition in order to compete at the Competition.

29.2. The destination must be announced prior to delegate applications opening, with draft itineraries produced throughout the planning process, and a finalised itinerary made available prior to the departure of the Evatt Competition Delegation to the National Executive, the participants and the parents and guardians of the participants.

29.3. The Evatt Competition Delegation is to be staffed by one Director.

29.4. Applicants will not be eligible to participate in the Evatt Competition Delegation unless they will be 15 years old (or older) when the Delegation departs New Zealand.

29.5. The Director must prepare a preliminary budget and this budget must be approved by the National Executive before any significant costs are incurred, including any flight bookings, unless an NX Resolution is passed allowing for a significant cost to be incurred. Minor costs may be incurred provided they do not exceed a total value of \$500.

29.6. The Director must prepare reports for each National Council meeting during their term.

29.7. The Directorship must prepare a final report of the trip to be presented at February National Council, unless otherwise agreed with the National Executive.

29.8. In addition to regularly updating the draft budget throughout the lead up to the Tour, at least one month before the Globalisation Tour departs from New Zealand, the Directorship must present to the National Executive a pre-departure budget of all expected spending while overseas, for their approval and the transferring of the appropriate amount into cash and credit cards to be taken overseas.

29.9. Neither the Director nor participants are allowed to travel independently of the Delegation either before its start or after its conclusion.

V. **Regional and Other Activities**

30. Regional Events

- 30.1.** Regional Councils shall appoint Officeholders to organise and lead Regional Events in accordance with each Regional Constitution.
- 30.2. Officeholders organising and leading Regional Events must submit budgets for approval to Regional Councils.

31. New Regional Events

- 31.1.** Regional Councils are empowered to create new Regional Events without ratification by the National Executive.

32. UN+REPORTED: THE UN Youth Newsletter

- 32.1.** The purpose of the newsletter is to keep all Members updated about UN Youth's activities across the country.

33. UN+CENSORED: THE UN Youth Blog

- 33.1.** The purpose of the blog is to provide thought-provoking and informative articles.

34. Promoting Like-minded Organisations

- 34.1.** UN Youth will promote the activities of similar, like-minded organisations to Members in a coordinated way.

35. Engagement with UN Youth Australia

- 35.1.** The National Executive may open applications at an appropriate time to select volunteers to attend July and December National Council meetings of UN Youth Australia. Only Officers and Officeholders are permitted to apply.
- 35.2. Any number of volunteers may be selected, but the limit that can be budgeted by the National Executive to subsidise flight to these events, up to the value of 75 per cent per flights per person, is \$1,200.00 total.

VI. Volunteers

36. Recruitment and Appointments

- 36.1.** Other than the duties required of the National Volunteers Officer, every volunteer of UN Youth should encourage Members and non-Members to volunteer for UN Youth.
- 36.2. Application packs for volunteer positions shall be maintained, updated and publicised by the National Volunteers Officer.
- 36.3. All Volunteer application/nomination packs and information must attach a copy of or link to the UN Youth Tikanga Policy;
 - 36.3.1. This is optional for Conference Assistant applications.

37. Induction

- 37.1. The National Volunteers Officer shall take reasonable steps to ensure that every new volunteer is provided with a volunteer induction package and relevant training when and if appropriate.
- 37.2. The National Executive and Regional Councils are permitted to arrange professional development workshops for volunteers.

38. Email Access

- 38.1. Access to UN Youth email accounts shall be terminated three months after volunteer's terms of office end, except in the case where the National Executive is convinced that volunteers should continue to gain access. If it is possible to enable access without permitting the sending of emails then this option is to be preferred.
- 38.2. The maintenance of and access to all email accounts are the regular responsibility of the National Operations Officer.

39. Expectations and Responsibilities

- 39.1.** Every Member who is elected or appointed as a volunteer of UN Youth must uphold UN Youth's values.

40. Complaints

- 40.1. All complaints against a UN Youth Volunteer, UN Youth event committee, UN Youth Regional Council or the UN Youth National Executive shall be dealt with according to UN Youth Complaints Process.
- 40.2. Prior to commencement of the formal UN Youth Complaints Process all other options for resolving disputes internally must be explored including;
 - 40.2.1. Speaking to the individual whom the complaint is about directly; or
 - 40.2.2. Speaking to a member of a Welfare team or event committee, if the complaint occurs over the course of a UN Youth event; or

- 40.2.3. Speaking to the Regional President; or
- 40.2.4. Speaking to the National Executive.
- 40.3. Complaints against the National Executive shall be handled by a predetermined former member of the National Executive in lieu of the National Volunteers or Operations Officer.
 - 40.3.1. This pre-determined liaison shall be selected at the beginning of each year.
 - 40.3.2. Decision makers shall be a former member of the UN Youth National Executive.
 - 40.3.3. Former members of the UN Youth National Executive shall be contacted at the beginning of each year to see whether they agree to be a potential decision making candidate.
 - 40.3.4. Their names and contact details shall be compiled in a database held by the National Volunteers Officer.
- 40.4. Certain circumstances may warrant that the external decision maker should be a solicitor.
 - 40.4.1. A solicitor should only be looked at as a last resort.
 - 40.4.2. If this avenue is pursued the costs shall be paid by the complainant and respondent.
- 40.5. All internal UN Youth Complaints shall be dealt with by the UN Youth Complaints Process. However certain circumstances may override this and warrant external Complaints Processes.
- 40.6. Principles to be followed when negotiating or mediating a complaint:
 - 40.6.1. respect the confidentiality and privacy of those complaining and those who the complaint is being made about;
 - 40.6.2. ensure that the least number of people as possible know all the details about the incident;
 - 40.6.3. Members need to have this protection if they are to be expected to be open about complaints;
 - 40.6.4. be fair;
 - 40.6.5. listen to all sides of the conflict;
 - 40.6.6. do not favour either side;
 - 40.6.7. if a volunteer dealing with a complaint has a conflict of interest they must find another appropriate person to deal with the situation;
 - 40.6.8. remain calm and unbiased when listening to Members;

- 40.6.9. do not become personally involved in the conflict;
- 40.6.10. aim to find a solution with sensitivity; and
- 40.6.11. attempt to ensure that those involved in complaints leave UN Youth activities with a positive attitude towards UN Youth.

41. **Breach and Disciplinary Measures**

- 41.1. Any significant breaches of any of the rules outlined in the Protocols or Constitution shall be referred to the National Executive.
- 41.2. Following a breach of the Protocols or Constitution or a breach of the Protocols or Constitution found through the UN Youth Complaints Process, the National Executive has the right to implement any of the following internal actions it feels appropriate:
 - 41.2.1. implementing compulsory re-training for a volunteer in relation to the Protocols and/or welfare generally;
 - 41.2.2. implementing compulsory supervision of a volunteer for a defined period;
 - 41.2.3. removing a volunteer from their voluntary position;
 - 41.2.4. revoking member of UN Youth; and/or
 - 41.2.5. barring participants from future UN Youth events.
- 41.3. In accordance with the UN Youth Complaints Process if the Complaint is found to be frivolous or lacking merit the National Executive may decide to:
 - 41.3.1. Dismiss the claim outright; or
 - 41.3.2. Take no further action beyond determining that a Complaint has taken place.
- 41.4. Additionally, the National Executive may expel a Member by notice in writing from the time of service of notice if that Member is:
 - 41.4.1. convicted of any indictable offence or offence for which a convicted person may be imprisoned; or
 - 41.4.2. adjudged bankrupt;
 - 41.4.3. found to have breached the National Constitution;
 - 41.4.4. found to have brought UN Youth or UNANZ into disrepute.
- 41.5. A Member expelled by National Council or National Executive may give written notice of appeal to the National Volunteers Officer within 14 days. The National Volunteers Officer must then request that an SGM be arranged. The SGM must take place within 28 days of the receipt of the notice of appeal. If the SGM passes an Ordinary Resolution rescinding the expulsion, the Member shall have their membership reinstated immediately.

41.6. If the Complaint is against the National Executive, any disciplinary measures shall be voted on by National Council.

41.6.1. All votes of this nature must be unanimous.

41.6.2. Successful disciplinary measures taken against the National Executive will be overseen by the predetermined liaison and the decision maker.

42. Terms and Exit Interviews

42.1. Exit interviews shall be conducted by the National Volunteers Officer or their nominee

42.2. Volunteer terms of office are as follows:

42.2.1. National Executive Officers: the term of each National Executive Officer begins 1 January in year X and ends 31 December in year X;

42.2.2. NZ Model UN Coordinator: the term of the NZ Model UN Coordinator begins 1 August in year X and ends 31 July in year Y;

42.2.3. NZ Model UN Committee: the term of each member of the NZ Model UN Committee begins 1 August in year X and ends 31 July in year Y;

42.2.4. National Tertiary Event Coordinator: the term of the National Tertiary Event Coordinator begins 1 October in year X and ends 30 September in year Y;

42.2.5. National Tertiary Event Committee: the term of each member of the National Tertiary Event Committee begins 1 October in year X and ends 30 September in year Y;

42.2.6. Aotearoa Youth Declaration Coordinator: the term of the Aotearoa Youth Declaration Coordinator begins 1 May in year X and ends 30 June in year Y;

42.2.7. Aotearoa Youth Declaration Committee: the term of each member of the Aotearoa Youth Declaration Committee begins 1 June in year X and ends 30 June in year Y;

42.2.8. Pacific Project Director: the term of the Pacific Project Director begins 1 August in year X and ends 31 July in year Y;

42.2.9. Pacific Project Assistant Directors: the term of each Pacific Project Assistant Director begins 1 August in year X and ends 31 July in year Y;

42.2.10. Global Development Tour Director: the term of the Global Development Tour Director begins 1 March in year X and ends 31 March in year Y;

42.2.11. Global Development Tour Assistant Directors: the term of each Global Development Tour Assistant Directors begins 1 April in year X and ends 31 March in year Y;

- 42.2.12. Diplomacy Competition Staff: the term of each member of Diplomacy Competition Staff begins 1 November in year X and ends 31 October in year Y;
 - 42.2.13. UN Youth New Zealand Delegation to AMUNC Head Delegate: the term of the Head of the UN Youth New Zealand Delegation to AMUNC begins 1 August in year X and ends 31 July in year Y;
 - 42.2.14. National Design Team: the term of each member of the National Design Team is determined by the National Executive from time to time;
 - 42.2.15. National Publications Editor: the term of the National Publications Editor is determined by the National Executive from time to time;
 - 42.2.16. National Tech Manager: the term of the National Tech Manager is determined by the National Executive from time to time; and
 - 42.2.17. National Technical Team: the term of each member of the National Technical Team is determined by the National Executive from time to time.
- 42.3. Regional Constitutions shall determine the terms of office for regional Officers and Officeholders.
 - 42.4. The fact that a Member being considered for an Officeholder position already holds another Officer or Officeholder position must be taken into account by the National Executive and may be determinative in not appointing that applicant.
43. **Volunteer Census**
- 43.1. In March and September of each year, the National Operations Officer must conduct a volunteer census to collect quantitative data about our volunteers.
 - 43.2. The scope of the census is to be determined by the National Executive, but should include information such as gender, ethnicity, weekly workload, and current levels of satisfaction with the organisation.
 - 43.3. All current volunteers are required to participate in the census.
44. **Volunteer Register**
- 44.1. The National Operations Officer will, in conjunction with Regional Secretaries maintain an up-to-date volunteers register that includes the names of all volunteers, their contact details, and the positions that they currently hold (along with term dates).
 - 44.2. Read-only rights to the register should be made available to all volunteers.

45. **Volunteers' Training Hui**

45.1. The Hui shall be held in Wellington annually.

45.2. The National Volunteers' Officer shall plan and convene the Hui.

46. **National Volunteer Awards Dinner**

46.1. The Dinner must be held during the Volunteers' Training Hui.

46.2. The Dinner shall be organised by the National Volunteers' Officer and convened by the National Volunteers' Officer and the National President.

46.3. The following National Volunteer Awards may be presented at the Dinner:

46.3.1. Wysocki-Bates Award for the Most Outstanding Contribution towards youth Involvement in the United Nations;

46.3.2. Daria Brankin Award for the Most Generous and Supportive Member of UN Youth New Zealand;

46.3.3. Outstanding Alumnus/Alumna Award;

46.3.4. Cutfield Gavel for the Most Successful Region;

46.3.5. Presidential Citations; and

46.3.6. Regional Citations.

46.4. The nomination process shall be managed and overseen by the National Volunteers' Officer.

46.5. The National Volunteer Award recipients shall be decided by the National Executive according to the following criteria:

46.5.1. Wysocki-Bates Award for the Most Outstanding Contribution towards Youth Involvement in the United Nations;

CITATION: This award should be given to the Member who has contributed to involving the youth of New Zealand in UN Youth in the most outstanding way. This person must have given service to the organisation in several ways. They may have managed a special project for the organisation or worked in a number of official and unofficial roles, and achieved results above expectation. These results may be in fundraising, membership, conference and activity organisation and/or policy development. This person must be a professional all round member of the UN Youth team. Please note that current National Presidents are not eligible to receive this award.

46.5.2. Daria Brankin Award for the Most Generous and Supportive Member of UN Youth New Zealand;

CITATION: The Daria Brankin Award for the Most Supportive and Generous Member of UN Youth recognises the Member who stands out most to the National Executive because of their friendship and

support towards others, their cooperation and teamwork, their readiness to work, and most importantly, their willingness to place the interests of Members as their first priority within the organisation. The recipient does not need to be a volunteer. If there is not at least one clear nominee for this award, it may be appropriate for it not to be given that year. It is also acceptable that this award be given to the same Member more than once.

46.5.3. Outstanding Alumnus/Alumna Award;

CITATION: The Outstanding Alumnus/Alumna Award recognises a UN Youth alumnus or alumna who, through his or her achievements, has made an outstanding contribution in their chosen field. Their pursuit of excellence may be in areas such as (but not limited to) volunteer work or community service, education, science, business, diplomacy or law. The recipient should embody the spirit of UN Youth as an organisation that inspires people to make a difference and be a role model for current UN Youth volunteers and Members. This award is not limited to an achievement in the past year. The recipient must have had some form of UN Youth involvement in the past. This past involvement must include at least one of the following: being a Regional Council or National Executive officer; a member of a Regional or National Event staff or International Delegation staff; an appointee for a special role; a member of a Global Development Tour or New Zealand Schools' Delegation to THIMUN or Pacific Project delegation or an attendee of at least one of UN Youth's national events (NZ Model UN, Youth Declaration or National Tertiary Event). The recipient can be under 25 years, but cannot be a current volunteer (though an immediate Past National President could be eligible to apply). If there is not at least one clear nominee for this award, it may be appropriate for it not to be awarded that year.

46.5.4. Cutfield Gavel for the Most Successful Region;

CITATION: The Cutfield Gavel is awarded to the most successful UN Youth Regional Council. The Cutfield Gavel is awarded annually to the region whose work has been the most outstanding or to the region with the most outstanding regional initiatives. The relevant period for the award is the last eight months preceding the award (May 2012 – December 2012). For the sake of completeness, the National Executive will only receive nominations from the current UN Youth Regional Presidents. The current Regional Presidents are welcome to liaise with the relevant Immediate Past Regional Presidents if necessary to complete the nomination.

46.5.5. Presidential Citations; and

CITATION: This award is the Citation of the National President of UN Youth. The award is given to a Member or to Members of UN Youth who have contributed significantly through their commitment to and work for UN Youth. Often recipients are not current volunteers.

46.5.6. Regional Citations;

CITATION: The Regional Citations will recognise the outstanding efforts and commitment of four volunteers or Members each year in each of their respective regions. Any Member of a UN Youth Region (including Regional Council Officers and regionally appointed Officeholders) may be eligible for nomination. Past and present Regional Presidents and Immediate Past Regional Presidents are ineligible for nomination. Past and present National Executive members are also ineligible for nomination. A member may only receive a Regional Citation once.

46.5.7. There will be three criteria to be considered by both Regional Presidents and the National President: how much the nominee has participated in regional events and opportunities; how committed the nominee has been to UN Youth, the Region and what UN Youth and the Region aim to achieve; and whether the nominee has done anything to innovate and improve the Region's operations.

46.5.8. The relevant period for consideration is the previous calendar year. There will be four Regional Citations, one for each Region. They shall be presented as "the Regional Citation for Otago", "the Regional Citation for Wellington" and so on. The Regional Presidents will seek nominations from Members in their Regions and receive nomination forms. For example, only an Auckland Member may nominate another Auckland Member for the Regional Citation for Auckland. The Regional Presidents will confidentially select the best three nominees from their Region (in consultation with their Immediate Past Regional President if necessary) and then consult with the National President before making their final determination.

VII. National Council

47. Meeting Calendar

- 47.1.** National Council shall meet at least four times every calendar year.
- 47.2. National Council meetings shall be hosted in each of the four regions as determined by the National Executive.
- 47.3. The dates, venues and locations of National Council meetings must be led by the National Executive. National Executive may appoint an Officeholder to organise National Council meetings and other activities in conjunction with the host Regional Council.

48. Meeting Rules of Procedure

- 48.1.** National Council will ordinarily be chaired by the National President but may be chaired by any member of the National Executive.
- 48.2. Speaking times and time periods will be decided by the chair.
- 48.3. If National Council passes a procedural motion to go into committee in accordance with the National Constitution any Members, non-Members or guests present shall be required to leave the meeting room until National Council passes another procedural motion to come out of committee.

49. National Council Meetings

- 49.1.** National Council Reports must be written and made available to volunteers for distribution at least two weeks before the meeting date unless a valid reason has been given to (and accepted by) the National Operations Officer.
- 49.2. Any reports received after this date will result in the responsible Volunteer's motions and discussion points being deprioritised for that meeting.

50. Voting Rules of Procedure

- 50.1.** Representatives of NC Voting Members present at National Council meetings shall caucus before any vote on any motion to pass an NC Resolution and decide together in an informal way how to cast their NC Voting Member's vote.

51. Protocol Motions

- 51.1. All protocol motions must be submitted at least two weeks before the meeting date.
- 51.2. Each voting bloc should indicate which protocol motions they have objections to or would like further discussion on, to the National Operations Officer, at least two days before the National Council meeting.
- 51.3. Where possible, NC Voting Members must give notice of proposed motions to volunteers represented by them, and give those volunteers sufficient opportunity to make submissions on those motions.

- 51.4. Any motions that have no objections from any voting blocs will be passed as one motion at the beginning of the session.
- 51.5. Protocol Motions are considered in an order determined by the Chair, whether in accordance with the Council agenda or any other alterations they consider.
- 51.6. Council shall consider each motion in the following way:
 - 51.6.1. The Protocol motion will be read out by the proposer;
 - 51.6.2. The Chair will moderate discussion on the protocol motion;
 - 51.6.3. At the close of discussion, the chair will call for a seconder;
 - 51.6.3.1. If there is no seconder, the motion fails;
 - 51.6.3.2. If there is a seconder, the motion is put to a vote;
- 51.7. A protocol motion will pass if a majority of the voting blocs present vote for.
- 51.8. Amendment
 - 51.8.1. Amendments to a Protocol Motion are submitted verbally to the Chair at any time during the Motions consideration. All amendments must clearly explain what text it would change and how.
 - 51.8.2. The Chair will not entertain any motions which substantially or unreasonably alter the original protocol motion.
 - 51.8.3. The chair may exercise their discretion to entertain discussion on the amendment
 - 51.8.4. An amendment to a protocol motion will pass if a majority of the voting blocs present vote for.
- 51.9. National Executive Veto
 - 51.9.1. National Council will not pass an amendment, or motion that the National Executive certifies it does not concur in because, in its view, the amendment, or motion would:
 - 51.9.1.1. have more than a minor impact on the National Budget or the finances of UN Youth if it were passed;
 - 51.9.1.2. conflict with the duties of the role of the National Executive in their capacity as Charity Officers of UN Youth;
 - 51.9.1.3. breach the privacy of UN Youth's members, volunteers or external partners.
 - 51.9.2. The National Executive does not have a veto where the above circumstances do not apply.

51.10. Procedural Motions

51.10.1. At any time during debate, when no-one is speaking, the following motions can be raised by any voting member:

51.10.1.1. Motion for a Caucus (break from debate to discuss the matter at hand)

51.10.1.2. Motion to Suspend (stops debate and moves discussion to another point during the meeting)

51.10.1.3. Motion to Table (pushes consideration of the Motion until next National Council meeting)

51.10.1.4. Motion to Vote (end debate and move straight to a vote).

51.10.1.5. Any other motion that the chair, exercising their discretion, entertains.

51.10.2. When a procedural motion is raised, the chair will call for objections, if there are none, the motion passes;

51.10.3. If a voting bloc objects to a motion, the motion will be put to a vote.

51.10.4. The Chair may exercise a reasonable discretion to accept or reject a procedural motion that has been raised without calling for a vote.

52. **~~National Design Team~~ [repealed]**

53. **~~(52.) National Tech Team/(53.) National Educations Team~~ [repealed]**

54. **National Operations Team**

54.1. National Managers may be appointed by the National Executive to oversee relevant Operational Areas on a national level.

54.2. National Operations Team members shall be appointed by the National Executive to work on one or more Operational Areas.

54.3. National Executive members and/or National Managers will lead the National Operations Team members working in areas relevant to their respective portfolios.

54.4. In addition to the responsibilities outlined in Protocol VIII, National Managers and the wider National Operations Team shall support all Volunteers by lending relevant expertise.

VIII. **Administration**

55. **General**

- 55.1.** The National Operations Officer is generally responsible for overseeing the national administration of UN Youth.
- 55.2. Regional secretaries are generally responsible for overseeing the administration of their respective Regions.
- 55.3. National Council shall from time to time approve a policy to deal with the cancellation of registrations for UN Youth activities. This policy must be notified to every potential participant in any UN Youth activity.
- 55.4. National Council shall from time to time approve guidelines for supporting and enhancing the sustainability of UN Youth's activities.
- 55.5. National Council shall from time to time approve a Tikanga Māori policy.
- 55.6. All volunteers required to report at National Council must include in their National Council report particular reporting of their success or challenges in deliberately advancing at least one Tikanga from the policy adopted under 55.5.

56. **Assertion of Copyright**

- 56.1.** Any Member who accepts a voluntary role grants to UN Youth and all of the Regions a perpetual, irrevocable, non-exclusive, fully paid-up, royalty-free worldwide license to use any work they generate in their capacity as a Member to make, have made, import, use, offer for sale, promote, distribute, sell products and processes, and otherwise commercially exploit that work in all fields within UN Youth's objects provided that doing so supports those objects. Such license includes, without limitation, the right to distribute and create derivative works from any copyrighted materials to which any Member owns the copyright.

57. **Website**

- 57.1. The National Technology Manager and/or the National Operations Officer shall be responsible for technology holdings.
- 57.2. Each region, national event, and international event shall be responsible for maintaining the content on the relevant page on their website, including up-to-date event calendars, volunteer profiles, and information on opportunities.
- 57.3. The National Volunteers Officer shall be responsible for maintaining the content in the alumni section of the website.
- 57.4. The National Operations Officer, with the support of the National Technology Manager, shall be responsible for maintaining the content on all other pages.
- 57.5. The National Technology Manager must maintain UN Youth's servers using a cost-effective server provider.

58. **Social Media**

- 58.1. The National Executive is empowered to edit, alter and shut down any social media account, profile or group including those of Regions generated to support or promote any UN Youth activity. National Executive shall exercise these powers only if the account or communication exposes UN Youth to reputational risk.
- 58.2. All presences must clearly include the contact details of the National Communications Officer. Any formal complaints regarding a social media presence must be directed to the National Communications Officer and that Officer shall take whatever actions they think proper to resolve the dispute in consultation with the National Executive if appropriate.
- 58.3. The National Communications Officer shall monitor what is posted on each social media account and log interventions carried out.
- 58.4. The above rules shall not apply to personal social media accounts of individuals.

59. **Document Storage System**

- 59.1. The National Tech Manager shall maintain UN Youth's online document management system.

60. **UN Youth Brand and Compliance**

- 60.1. All UN Youth activities must be compliant with UN Youth's brand logos, colours and styles.
- 60.2. The National Communications Officer and/or Manager shall be responsible for reviewing all new brand collateral created by Members, generating new brand collateral when appropriate and advising on the implementation of the brand.

61. **Media Engagement**

- 61.1. The National President is the primary contact for all media engagement.
- 61.2. However, so long as the National President is aware and consents, Regional Presidents, the National Tertiary Event Coordinator, the NZ Model UN Coordinator, the Youth Declaration Coordinator, the Pacific Project Director, the Global Development Tour Director or the UN Youth New Zealand Delegation to AMUNC Head Delegate may engage with the media only where media attention is focused on a particular UN Youth activity overseen by one of those volunteers.
- 61.3. All media engagement must be reported to the National Relations Officer, including a summary detailing about what was discussed and with whom this was discussed.

62. **Privacy**

- 62.1. The National Operations Officer shall act as the Privacy Officer for UN Youth, and must:

- 62.1.1. be familiar with the privacy principles in the Privacy Act;
 - 62.1.2. be familiar with any other legislation governing what the agency can and cannot do with personal information;
 - 62.1.3. deal with any complaints about possible breaches of privacy;
 - 62.1.4. train and advise volunteers on how to deal with privacy properly;
 - 62.1.5. advise National Council on the privacy impacts (if any) of changes to UN Youth's practices;
 - 62.1.6. deal with requests for access to personal information or the correction of personal information;
 - 62.1.7. act as a liaison for UN Youth with the Privacy Commissioner.
- 62.2. The National Operations Officer shall be provided with training by UN Youth and at UN Youth's expense through the New Zealand Office of the Privacy Commission to satisfy the requirements of UN Youth's Privacy Policy.

63. Minutes

- 63.1. Minutes of National Council and National Executive meetings must be written succinctly and accurately to reflect who was present, what was said by all those participating in the meeting and any and all decisions made or motions passed. These minutes must be retained by the National Operations Officer.
- 63.2. Minutes shall be made available only in accordance with the National Constitution.

IX. Finances - This section has been replaced by the Finance Policies in the National Policy Manual

X. National Executive

64. NX Annual Plan

- 64.1.** Primary responsibility for drafting the NX Annual Plan lies with the National President, but every National Executive Officer is expected to contribute.
- 64.2. In accordance with the National Constitution, the NX Annual Plan outlines the strategic direction of UN Youth in each year and the tasks and responsibilities each National Executive officer will carry out in accordance with that strategic direction.
- 64.3. The responsibilities of each National Executive officer approved by National Council in the NX Annual Plan should be read in conjunction with the standard approved duties of each officer as outlined below. The NX Annual Plan should aim to outline particular activities to further the standard approved duties in this Protocol.

65. Powers of the National Executive

- 65.1.** The National Executive's preference should be a collaborative decision-making approach and allow the relevant Volunteer or Officeholder an opportunity to communicate the reasons for their position, at first instance, prior to them making a decision.
- 65.2. Appointees of the National Executive have scope to make decisions, in line with their delegated authority, regarding the operation of the relevant programmes. Decisions regarding finances, selection and registration processes, volunteer management, and other significant decisions must be approved by the National Executive.
- 65.3. The National Executive may make discretionary decisions regarding external relationships and sponsorship, national finances, educational content, and other matters of national importance which once made are binding and final. Failure to comply with a National Executive decision may result in disciplinary action.
- 65.4. The National Executive must make decisions promptly and provide full reasoning to the relevant Volunteer or Officeholder immediately; and where appropriate to National Council within a reasonable timeframe.
- 65.5. National Executive decisions within the ambit of 86.1 and 86.2, including disciplinary action, may be reviewed at any one of the four National Council meetings as well as at the AGM or any SGM. During the interim the decision is binding and final, and must be acted upon accordingly.
- 65.6. National Executive decisions within the ambit of 86.1 or 86.2 should not place an unreasonable burden or workload on any Volunteer or Officeholder. The test for reasonableness is whether, in light of the circumstances, that member

should be expected to bear the added burden. If deemed unreasonable the National Executive must intervene and assist in mitigating the load placed on the Volunteer or Officeholder.

65.7. National President

65.7.1. The duties of the National President are as follows:

- 65.7.1.1. provide leadership, strategy and vision to UN Youth;
- 65.7.1.2. oversee and coordinate all National Executive operations;
- 65.7.1.3. liaise with and act as UN Youth's primary representative to key external stakeholders and the media;
- 65.7.1.4. report to and maintain UN Youth's relationship with UNANZ;
- 65.7.1.5. maintain UN Youth's relationship with UN Youth Australia;
- 65.7.1.6. coordinate support and oversee all UN Youth's national programmes and Regions;
- 65.7.1.7. delegate and oversee the implementation of national equity initiatives;
- 65.7.1.8. review the governance structures of UN Youth where appropriate;
- 65.7.1.9. chair National Council and National Executive meetings; and
- 65.7.1.10. oversee the implementation of the Trust Strategy relevant to UN Youth.

65.7.2. The overarching goal of the National President is to provide strategic direction for UN Youth and lead the operations of the National Executive.

65.8. National Communications Officer

65.8.1. The duties of the National Communications Officer are as follows:

- 65.8.1.1. maintain and improve UN Youth's brand, including design and document templates;
- 65.8.1.2. manage the National Operations Team (Communications);
- 65.8.1.3. manage and improve UN Youth's social media, website and online presence, including the blog;
- 65.8.1.4. explore new ways to promote UN Youth
- 65.8.1.5. oversee the operation of photography and use of photographs within UN Youth;

- 65.8.1.6. ensure all Volunteers are informed of UN Youth's communication and branding policies and processes;
- 65.8.1.7. promote UN Youth opportunities; and
- 65.8.1.8. oversee the use and distribution of physical marketing material in UN Youth.

65.8.2. The overarching goal of the National Communications Officer is to improve the vibrancy and youthfulness of the image of UN Youth.

65.9. National Education Officer

65.9.1. The duties of the National Education Officer are as follows:

- 65.9.1.1. oversee and coordinate the collaborative creation of educational content in UN Youth;
- 65.9.1.2. liaise with Regions and Organising Committees to ensure educational objectives are met;
- 65.9.1.3. manage the National Operations Team (Education);
- 65.9.1.4. maintain and update UN Youth's education database;
- 65.9.1.5. support the development and implementation of new educational initiatives;
- 65.9.1.6. provide and exchange educational content to schools and other like-minded organisations where appropriate; and
- 65.9.1.7. ensure all Volunteers are informed of UN Youth's educational policies and processes.

65.9.2. The overarching goal of the National Education Officer is to ensure UN Youth provides the highest quality educational content and experiences to participants as possible.

65.10. National Finance Officer

65.10.1. The duties of the National Finance Officer are as follows:

- 65.10.1.1. oversee financial record-keeping and maintain financial accounts;
- 65.10.1.2. draft and maintain UN Youth's national budget, and oversee the drafting and maintenance of all budgets in UN youth;
- 65.10.1.3. report to volunteers regularly on UN Youth's financial position;
- 65.10.1.4. maintain UN Youth's bank accounts and credit card system;
- 65.10.1.5. process all payments and reimbursements;

- 65.10.1.6. oversee and support the financial work of the Regional Treasurers, Coordinators and Directors, including specific event financial performance reports;
 - 65.10.1.7. ensure all Volunteers are informed of UN Youth's financial policies and processes;
 - 65.10.1.8. ensure compliance with UN Youth's GST requirements; and
 - 65.10.1.9. liaise and cooperate with UN Youth's accountants and auditors in understanding the annual audit.
- 65.10.2. The overarching goal of the National Finances Officer is to ensure UN youth is financial sustainable and spends money according to its internal policies and external obligations

65.11. National Operations Officer

- 65.11.1. The duties of the National Operations Officer are as follows:
- 65.11.1.1. maintain and update the Protocols and the National Constitution;
 - 65.11.1.2. procure and implement relevant legal advice;
 - 65.11.1.3. prepare the agenda and ensure that the proper procedures are adhered to for National Council meetings, National Executive meetings, AGMs and SGMs;
 - 65.11.1.4. ensure all NZ resolutions are recorded and all meetings are appropriately minuted;
 - 65.11.1.5. maintain a register of Members and volunteers as well as an annual calendar for events and initiatives;
 - 65.11.1.6. maintain UN Youth's document storage and record-keeping systems;
 - 65.11.1.7. administration of the National Operations Team;
 - 65.11.1.8. timely communication of administrative information, processes and notices to Members and Volunteers;
 - 65.11.1.9. oversee and support the National Technology Manager; and
 - 65.11.1.10. act as a Privacy Officer for UN Youth.
- 65.11.2. The overarching goal of the National Operations Officer is to ensure the day-to-day administration of UN yotu is well-ordered, professional, and in compliance with our internal policies and external obligations.

65.12. National Relations Officer

- 65.12.1. The duties of the National Relations Officer are as follows:

- 65.12.1.1. seek out strategic partnerships with like-minded stakeholders to better achieve UN Youth's objects;
 - 65.12.1.2. seek out funding relationships within Aotearoa New Zealand and abroad;
 - 65.12.1.3. maintain and improve existing relationships;
 - 65.12.1.4. manage the Relationships Register;
 - 65.12.1.5. oversee the national sponsorship strategy;
 - 65.12.1.6. support all volunteers seeking sponsorship and ensure accountability requirements are met;
 - 65.12.1.7. draft and review national sponsorship proposals and review those of other Volunteers; and
 - 65.12.1.8. ensure all Volunteers are informed of UN Youth's external relations policies and processes.
- 65.12.2. The overarching goal of the National Relations Officer is to effective engagement with external parties to improve opportunities and funding for UN Youth.

65.13. National Volunteers Officer

- 65.13.1. The duties of the National Volunteer Officer are as follows:
- 65.13.1.1. maintain and promote adequate induction processes for all UN Youth Volunteers and support their development and training;
 - 65.13.1.2. actively seek out and recruit new volunteers;
 - 65.13.1.3. help existing volunteers identify and achieve their volunteering goals;
 - 65.13.1.4. arrange all national appointments through the National Executive and receive and collate applications;
 - 65.13.1.5. ensure Volunteers receive appropriate recognition and reward for their contributions;
 - 65.13.1.6. review the Volunteers Hub and Knowledge Base to ensure it is comprehensive and up-to-date;
 - 65.13.1.7. oversee alumni engagement, maintain the alumni network and coordinate the organisation of alumni functions; and
 - 65.13.1.8. maintain and foster the hauora of Members and Volunteers in accordance with the Welfare Protocol;
- 65.13.2. The overarching goal of the National Volunteers' Officer is to support the hauora of all Members, as well as ensure all Volunteers enjoy a

positive volunteering experience and are support in their development.

66. Constitutional Responsibilities

66.1. National Executive members are hereby delegated by National Council to carry out the following specific responsibilities included in the National Constitution of UN Youth:

- 66.1.1. National Operations Officer – Protocols revision, record-keeping and distribution (sub-clause 5.6);
- 66.1.2. National Executive, led by National President – reporting to UNANZ (sub-clause 9.5);
- 66.1.3. National Operations Officer – register of Members (Sub-clause 10.7);
- 66.1.4. National Operations Officer – relinquishing membership information and removal (sub-clause 10.8);
- 66.1.5. National Operations Officer – amending membership information (sub-clause 10.9);
- 66.1.6. National Operations Officer – notice of AGM (sub-clause 11.2);
- 66.1.7. National Operations Officer – AGM proxy voting (sub-clause 11.4);
- 66.1.8. National Operations Officer – National Executive AGM reports (sub-clause 11.7);
- 66.1.9. National Operations Officer – Regional President AGM reports (sub-clause 11.8);
- 66.1.10. National Operations Officer – receiving AGM documents (sub-clause 11.10);
- 66.1.11. National Operations Officer – notice of SGM (sub-clause 12.2);
- 66.1.12. National Operations Officer – SGM proxy voting (sub-clause 12.4);
- 66.1.13. National President – SGM chairing (sub-clause 12.6);
- 66.1.14. National Operations Officer – recording National Council participants (sub-clause 13.5);
- 66.1.15. National Operations Officer – National Council meeting minutes (sub-clause 13.12);
- 66.1.16. National Operations Officer – Circular Motions (sub-clause 14.1);
- 66.1.17. National Operations Officer – Circular Motions (sub-clause 14.2);
- 66.1.18. National Operations Officer – temporary management (sub-clause 15.3);

- 66.1.19. National Operations Officer – National Executive meeting back-up chair (sub-clause 15.8);
- 66.1.20. National Finances Officer – accounts (sub-clause 18.1); and
- 66.1.21. National Operations Officer – retention of the common seal (sub-clause 22.1).