

POLICY 4 – NATIONAL PRESENTERS

OBJECTIVES

1. The Theosophical Society of New Zealand, Incorporated, as a spiritual body, promotes through its members acting as National Presenters the three declared Objects of the Society:
 - To form a nucleus of the Universal Brotherhood of Humanity, without distinction of race, creed, sex, caste or colour.
 - To encourage the study of Comparative Religion, Philosophy and Science.
 - To investigate unexplained laws of nature and powers latent in man.
2. People can apply to Headquarters to become a National Presenter, and they will be evaluated by Headquarters before being invited to speak. A recommendation from a branch or TS member is desirable.
3. When selecting National Presenters the National President and management team will consider the applicant's suitability, their skill, their knowledge, qualifications and/or training and experience and presentation, bearing in mind a National Presenter is an ambassador of the Society.
4. That both parties – TSNZ and the National Presenter have a responsibility to the Spiritual Hierarchy and the Objects of the Society.

GUIDELINES FOR TSNZ RESPONSIBILITY

1. That each speaker be given a copy of 'Guidelines for Conduct' before their proposed tour.
2. That ongoing training and guidance be provided in the areas of the voice modulation, voice projection, different modes of presentation, facilitation, conflict management, and feedback.
3. That reasonable accommodation costs and travel expenses be provided by TSNZ for speakers on tour.
4. That TSNZ has a responsibility under the Health and Safety Employment Amendment Act 2002 to ensure that all practical steps are made to ensure the National Presenter's safety and this extends beyond the traditional place of work to include the vehicle in which the volunteer is working and places they may visit in the vehicle. This includes full car insurance and excess as provided on all rental cars used by speakers.
5. That up to \$25 per day be reimbursed for food, on production of receipts, for speakers be provided by TSNZ.

GUIDELINES FOR SPEAKER RESPONSIBILITY

1. That the presenter observe the values incorporated in the "Guidelines for Conduct".

2. That the presenter promote, through their presentation, the three Objects of the Society.
3. That the presenter is encouraged to take advantage of the ongoing training provide by TSNZ. This will enable them to become familiar with the latest information on the different learning styles and types of presentations.
4. It is the responsibility of the Presenters to give feedback on the quality of the accommodation provided, if dissatisfied, as headquarters rely on this to gauge the standard.
5. That up to \$25 per day be reimbursed for food, on production of receipts. It is recommended that Branch's provide a pot luck dinner or restaurant meal prior to their engagement.
6. Presenters are encouraged to take the AA recommended route. Travel expenses are provided by TSNZ. For those that use a hired car it is important that petrol invoices be kept for the Accountant to enable reimbursement. For those that use their own vehicle mileage expenses based on the AA recommended route are paid by TSNZ.
7. That the Presenter has a responsibility under the Health and Safety Employment Amendment Act 2002 to ensure that all practical steps are made to ensure their safety and this extends beyond the traditional place of work to include the vehicle in which the volunteer is working and places they may visit in the vehicle. This responsibility includes speakers who use their own vehicle. They must ensure the vehicle is appropriately insured, registered and has a current warrant of fitness.
8. Presenters, while they are speaking for the NZTS, or travelling for that purpose are covered by the rental car insurance and ACC insurance should any accident happen. If the speaker desires any further cover outside these then it is their responsibility to ensure that they have this cover. If unsure please discuss with the National Office.

GUIDELINES FOR BRANCH RESPONSIBILITY

1. That each Branch ensures that headquarters has adequate information to advise and a contact number for the speaker to know how to get to their engagement.
2. That every endeavour is made to make the presenter feels welcome.
3. That the Branch provide a pot-luck or restaurant meal for the presenter.
4. That the Presenter and the Theosophical Society is introduced and thanked.
5. That the presenter be asked in advance his/her preference for question time and clapping.

We have read this policy and agreed to follow the guidelines while speaking for the Theosophical Society in New Zealand Inc.

Name:

Signed:

Date:

Passed by National Council on 25th November 2006