Regional Branches
WHAT IS A REGIONAL BRANCH

Drama New Zealand is the subject association for Drama Teachers throughout New Zealand.

The association is run with a two tier system

The association has a constitution we are governed by. This can be found on our national website www.drama.org.nz
WHAT DOES A REGIONAL BRANCH DO?

Meets annually for an Annual General Meeting (by end of Feb prior to the National AGM) to elect regional officers.

Submits Annual Minutes and accounts to the National Executive (by end of Feb)

Organises administrative/planning meetings

Organises regular networking/sharing/Professional Development

Plans cluster moderation and marking meetings

Organises regional showings/collaborations

Provides information for the Regional Branch page on the National website

Plans for workshops to cater for all levels i.e. Primary, Intermediate, Secondary

Promotes National initiatives i.e. National Conference

Promotes Drama within the Region
HOW DOES A REGIONAL BRANCH WORK

Each branch has its own executive to administer the branch and ensure its day to day running.

The executive officers for each branch must include but are not limited to:

- **Chairperson**: calls meetings, writes agenda and facilitates meetings
- **Secretary**: takes minutes, deals with inward and outward correspondence
- **Treasurer**: looks after regional accounts
- **Regional Rep**: reports back to National Exec on the happenings on the Region (may double with one of the roles above)

The branch runs under the same governance as the National Executive.

For more information or clarification as the Regional Rep Co-ordinator
WHAT CAN YOU DO IN YOUR BRANCH

Collate a list of key areas of expertise within your region this could be a starting point for your PD / Workshop planning

Run specific Professional development on:

- Theatre forms
- Department planning
- NCEA Examinations
- Drama Games
- Sharing units of work
- Sharing best drama practice
- Moderation Practice

Run sharing / writing sessions

Promote Regional Showings / Productions

Initiate School Collaborations at all levels

Cluster mark / moderate

Provide support for teacher new to your Region
HOW DOES A REGIONAL BRANCH KNOW WHAT TO DO?

Reads this booklet

Ensures a hand-over process is carried out at Regional AGM

Regional Rep’s attend national conference and take part in first face to face meeting of the new National Executive

Asks for support from National Executive especially the National Executive Regional Rep Co-ordinator

Regional Reps attend Branch meetings to help with the running of the branch
Each region must run a Bank Account under the guidance of the National Treasurer.

All income and expenses must be tracked with receipts and invoices kept.

After Dec 31st each year an account financial report must be compiled. It then needs to be verified by an accountant or school financial officer.

This report needs to be presented and accepted at the Branch AGM.

The report is then sent with bank statements for the year to the National Treasurer.

You will then receive National Capitalisation of $10 per member from that year.
WHAT DOES THE REGIONAL REP DO?

Regional Reps attend meetings

- Regional Rep Meetings called by Regional rep Co-ordinator
- Branch Meetings

Shares regional happenings with the Regional Rep Co-ordinator and other Regional Reps

Shares National happenings back to Regional Branch

Has a branch gmail account which also gives them access to DramaNZ googledocs

Provides up to date information to the Communications Officer for the Newsletters and Website

Helps organise Branch Meetings / Professional development / Networking

Helps National Membership Secretary with membership drive and follow up on non-members within the region

Ensures the National Executives schools database of teachers within your region is up-to-date. This can be found on google docs.
HOW DOES THE NATIONAL EXEC SUPPORT THE REGIONS

Providing an annual National Conference
Regional Rep Co-ordinator
Regional Co-ordinator Newsletter / updates
Providing Professional Development / networking ideas along with templates and planning suggestions and guidelines
Providing termly updates of regional membership
Region page of website
Capitalisation paid to boost regional finances
Branch Operational Guidance / Support
Feedback on National issues and advocacy
Access to professional advice & guidance