

## NOTICE OF INITIAL GENERAL MEETING FOR RAISE THE BAR HOSPITALITY UNION

---

**DATE:** 22 September 2021

---

**TO:** Members of Raise the Bar Hospitality Union

---

**FROM:** Toby Cooper

---

**SUBJECT:** Notice of Initial General Meeting

---

### Notice of Initial General Meeting for Raise the Bar Hospitality Union

This letter serves as Notice that an Initial General Meeting (“IGM”) will be held for the Raise the Bar Hospitality Union (“the Union” or “RBHU”) at **3:00PM NZT on Monday 27 September 2021**, to take place as an online meeting via Zoom. An Agenda for the IGM is **attached** to this Notice.

The reason for holding the IGM via Zoom (as opposed to at a physical venue) is that Members located in Auckland are unable to meet due to COVID-19 restrictions. The access link and details for the Zoom meeting are as follows:

<https://us02web.zoom.us/j/85372563580?pwd=NnA3ZGwvT3NXTldXSzBiYkFncEltdz09>

Meeting ID: 853 7256 3580

Passcode: 793234

The Zoom meeting can be launched with the Google Chrome, Mozilla Firefox, or Apple Safari web browsers. You can also download the Zoom Cloud Meetings app for free on Google Play or iOS (the Apple App Store).

As a governing body has yet to be elected, RBHU Founder Chloe Ann-King has selected Legal Advocate Toby Cooper to chair the IGM. In the future, the Committee elected by Union Members will run all General Meetings.

Any person who wishes to attend, speak, and vote at the IGM needs to register as a Union Member at [raisethebar.net.nz](http://raisethebar.net.nz) before the IGM is scheduled to commence.

### Call for Nominations of Committee Members

To make day-to-day decisions for the Union, we need to elect a Committee to act as the governing body for RBHU.

The Committee includes a Leader and a Deputy Leader (or two Co-Leaders), plus a Secretary and a Treasurer (or one person as a joint Treasurer-Secretary). There are also spaces for up to 5 other “general” Committee Members. Committee Members are expected to commit at least 5-10 hours per month to the role, and hold their position for at least 12 months. This includes attending one monthly meeting, which can be attended remotely.

If you are passionate about improving the working conditions in Aotearoa’s hospitality industry, please consider making a nomination. Member participation is vital to ensure that RBHU is equipped to respond to an increasing need for legal representation, education and wrap-around tautoko (support). If you want to contribute to the growth of a grassroots, tikanga-driven union, please put yourself forward. No experience is necessary (and training will be provided).

Written nominations can be emailed to [advocacy@raisethebar.net.nz](mailto:advocacy@raisethebar.net.nz) and must include this wording:

*“The nominee consents to this nomination. The nominee certifies that they are not disqualified from being appointed or holding office as a Committee Member by the Incorporated Societies Act 1908.”*

There will also be an opportunity to put forward nominations at the IGM.

### **Roles on the Committee**

Leader/Co-Leader/Deputy Leader:

- Sets key objectives for the year ahead, from the direction of Union Members.
- Chairs the Committee’s monthly meetings and the Union’s General Meetings.
- Manages RBHU social media and email inboxes.
- Responds to media requests.
- Maintains relationships with relevant public sector entities (e.g.: Ministry of Business, Innovation, and Employment, Human Rights Commission), and organisations with related interests (e.g.: Young Workers’ Resource Centre, Migrant Workers Association of Aotearoa).

Treasurer:

- Manages the finances for the Union.
- Prepares financial reporting, with support from banking and accountant experts.
- Explores fundraising options for the Union and manages funding applications.

Secretary

- Manages RBHU social media and email inboxes.
- Sets agenda for and takes minutes at the Committee’s monthly meetings and the Union’s General Meetings.
- Organises the Union’s Annual General Meeting.

All Committee Members:

- Pursues the key objectives for the year ahead.
- Organises RBHU events throughout the year.
- Advocates for the interests of Union Members at regional and national events.
- Maintains relationships with relevant public sector entities and organisations with related interests.

### **Election of Committee Members**

Once all nominations have been received at the IGM, each nominee will have a brief opportunity to speak to Members for 1-2 minutes. An election process will then be held.

The results of the election will be announced at the IGM and communicated to Union Members not in attendance via e-mail.

### **Proposed Constitution and Rules for Raise the Bar Hospitality Union**

There is currently no written Constitution or Rules for the Union. A written Constitution and Rules is required in order to become a registered union. For this reason, a “Proposed

Constitution and Rules for Raise the Bar Hospitality Union Incorporated” is **attached** to this Notice for circulation among the Union Members. Please review the Proposed Constitution and Rules before the IGM takes place. There will be an opportunity for consideration and discussion of this document at the IGM before a motion is held on whether or not to approve the Proposed Constitution and Rules.

### **Other Business of the Initial General Meeting**

The business of the IGM will also include the usual business of an Annual General Meeting (to the extent applicable). The Agenda for the IGM which is **attached** to this Notice lists a number of motions proposed by the Interim Chair which are considered necessary in order to set up the Union and establish RBHU as a registered union with powers under the Employment Relations Act 2000.

There will be time for Union Members to ask any questions via the chat window on Zoom. Any Union Members may also submit questions prior to the IGM by email to [advocacy@raisethebar.net.nz](mailto:advocacy@raisethebar.net.nz). If a Member is unable to attend the IGM, but wishes to speak or vote on any agenda item, please contact [advocacy@raisethebar.net.nz](mailto:advocacy@raisethebar.net.nz).

Ngā mihi,

Chloe Ann-King

Founder – Raise the Bar Hospitality Union