



## PSYCHOLOGY PROFESSION ADVISORY FORUM TERMS OF REFERENCE

### PURPOSE

The members of the Psychology Profession Advisory Forum have made a commitment to come together on a regular basis to discuss issues affecting the profession of psychology in New Zealand and to explore avenues to facilitate a favourable relationship between the New Zealand Psychologists Board and members of the professional bodies.

### PRINCIPLES

The principles guiding the work of the Advisory Forum are to:

- Ψ Maximise opportunities to speak with a single voice.
- Ψ Ensure members accurately represent the views of the participating organisations and have the mandate and consultation powers to do so.
- Ψ Ensure widespread sector opportunity for direct comment to and liaison with the Psychologists Board on the issues confronting members whilst avoiding exclusion or duplication during this process.
- Ψ Enhance the understanding amongst the profession of the strategies adopted by the Advisory Forum by communicating with membership – explaining rationale.
- Ψ Collaborate and/or consult with the Psychologists Board in developing strategies, which reflect best practice and minimise the compliance cost on members.
- Ψ To facilitate co-operation between the NZPsS, the NZCCP, tertiary training programmes<sup>1</sup> and the Psychologists Board.
- Ψ If matters arising are subject to legal or policy interpretation/advice, such matters will be brought to the next meeting after such advice has been obtained.

### IMPACT AND BENEFITS

- Ψ Progress towards agreed goals within negotiated timeframes.
- Ψ Improved co-operation and understanding between all parties and their processes and policies.
- Ψ Efficient and effective use of resources to achieve goals.
- Ψ Forum for stakeholders to meet within a group.

### MEMBERSHIP

- Ψ The Board, Society, College and tertiary training programmes to nominate appropriate members to attend meetings.
- Ψ Nomination of substitute: A representative member, if prevented from attending, may nominate one substitute by notifying the Advisory Forum, to attend a particular meeting. It is the responsibility of the absent member group to make sure the substitute is fully briefed.

---

<sup>1</sup> Leading to registration as a Psychologist in New Zealand



## MEETING DURATION and STRUCTURE

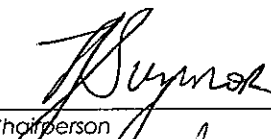
- Ψ Meetings of three hours duration and to commence and finish on time (preferably 9.30am to 12.30pm).
- Ψ Postponement of meetings by mutual agreement not less than 14 days prior to planned meeting dates.<sup>2</sup>
- Ψ The Board, College and Society will be responsible for hosting, Chairing and minute taking (in rotation).

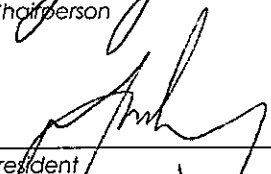
## AGENDA

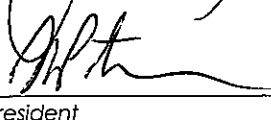
- Ψ Agenda items to be distributed not less than 10 (ten) working days before meeting.<sup>3</sup> Agenda items that arise after the distribution of the agenda may be added as needed.

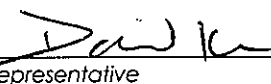
## MINUTES

- Ψ Host party to record minutes of meeting – key decisions, recommendations and conclusions, feedback to membership.
- Ψ Draft minutes to be circulated to an appointed member of each group on the Advisory Forum no later than 10 (ten) working days after the meeting. Any changes to be notified to the Minute taker no later than 5 (five) working days after receipt of the draft minutes. A final copy of the minutes to then be circulated to the members of the Advisory Forum.

Signed  for the **New Zealand Psychologists Board**  
Chairperson

Signed  for the **New Zealand College of Clinical Psychologists**  
President

Signed  for the **New Zealand Psychological Society**  
President

Signed  for the **tertiary training programmes**  
Representative

Date 17 September 2007

<sup>2</sup> It is recognised that emergencies or unforeseen circumstances may preclude this from occurring. Notice of postponement as soon as possible will be given in these cases.

<sup>3</sup> Subject to available staffing resources.