Index to the Birds NZ Manual

Categories	Sub Categories	Old Reference	Filename	Format	Details and notes	Revised by Ian	Revised	Signed off
Index		00-00	Index	.xls	Overview of all Manual files. Keep this file uptodate			
Governance	*Policy*		Birds NZ Strategy 2015-2024	.pdf	Available on 'About us'. Revised 15/05. Revised 21/05.	V	21/05	21/05
Governance	*Policy*	01-01	Constitution	.pdf	Approved 24/06. Fixed errors 24/07. Amended (Section 20) 24/	V	24/11	24/06
Governance	*Policy*		Health & Safety Policy	.pdf	Created by DL. Reviewed IA. Accepted 19/11. Amended 22/11.	V	19/09	19/11
Governance	*MOU*		*Auckland Museum Agreement*	*.pdf*	*Expires in 2025*			
Governance	*MOU*		DOC - Collaborative Research Agreement - SIPOI	.pdf	Available on "About us" only.			21/03
Governance	*MOU*		Forest & Bird 2020	.pdf	Available on "About us" only.	V	20/09	20/10
Governance	MOU		Kerry-Jayne Wilson Scholarship for Seabird Resea	.pdf	Signed NF 25/09. Keep offline until scholarship is online.			25/09
Governance	*MOU*		Landcare Research Agreement - Historic Bird Atlas	.pdf	Available on "About us" only.	V	20/09	20/10
Governance	*MOU*		Te Papa & DOC 2013	.pdf	Available on "About us" only.			13/05
Governance	*MOU*		Young Birders 2025	.pdf	Available on "About us" only.			25/05
Governance	*MOU*		*Royal Society Constituent Organisations*		*In progress. Draft provided by IA. AWAIT discussion Nov 2020 Co*			
Governance	*MOU*		*UQ Shorebirds Project*		*(DOES NOT EXIST YET) Draft 10/08*			
Guidelines	*Policy*		Archives Policy - Guidelines	.doc			10/07	10/11
Guidelines	*Policy*	01-20.02	Conservation Policy	.pdf	Revised. Accepted 19/02. Revised IA. Accepted 19/11. Available		19/11	19/11
Guidelines	*Policy*		Conservation Policy Background Paper	.pdf	Revised IA (19/02). Available on 'About us'		19/02	19/02
Guidelines	*Policy*		Code of Conduct & Social Media	.pdf	Created by NF. Accepted 21/01. Amended NF 24/10		24/10	24/11
Guidelines	*Policy*		*Media Policy*	*.doc*	*(DOES NOT EXIST YET)*			
Guidelines	*Administration*	05-00.03	Awards - Guidelines	.doc	Revised by Ian+EO (20/02). Reviewed by Ian A. (21/10).	V	21/10	21/10
Guidelines	*Administration*		Birds New Zealand Brand Guide	.pdf	Created by Shaun Lee. Accepted by Council. Updated email add		19/03	19/06
Guidelines	*Administration*		Code of Conduct for the Photography of Birds - G	.doc	Revised Jul 17. Revised Dec 23.	V	23/12	24/02
Guidelines	*Administration*	01-10.03	Data requests - Guidelines and Application	.doc	Revised by IA (22/09). Accepted by Council (22/09). Updated 23	V	23/01	23/01
Guidelines	*Administration*		David Medway Scholarship - Guidelines and Appli	.doc	Revised by IA		25/05	25/05
Guidelines	*Administration*		Fledgling Fund Grant - Guidelines and Application	.doc	Created by NF/EO 21/11. Revised 22/04. Fixed dates/links 24/1		24/11	22/04
Guidelines	Administration	04-20.03.02	Funding applications - Guidelines	.doc	For regional projects/activities		08/05	08/05
Guidelines	*Administration*		Health & Safety - Guidelines for Field Trips	.pdf	Created 17/05. Revised. Accepted 19/11.	V	19/04	19/11
Guidelines	*Administration*		Management of Information for National and Reg	.doc	Revised by IA. Updated at Council meeting July 2017.		16/11	17/08
Guidelines	*Administration*		Marj Davis Scholarship - Guidelines and Application For		Revised 19/12.		19/02	19/12
Guidelines	*Administration*		Pacific Island Bird Conservation Research Fund - G	.doc	Revised by IA 25/10.		25/10	25/10
Guidelines	*Administration*	04-20.04	Project Assistance Fund - Guidelines and Applicati	.doc	Accepted 12/10. Amended 21/10. Amended 23/11.		23/11	19/11
Guidelines	Administration		Public Liability Insurance - Guidelines	.doc	Created by BM. Revised by IA.	V	15/07	15/08
Guidelines	*Administration*		Reimbursement of Expenses - Guidelines	.doc	Reviewed by IA (21/12). Accepted by Council.	V	10/05	21/12
Guidelines	Administration		Regional Funding - Guidelines	.doc	Created by KW. Circulated to RRs 10.8. Finalised 20.09.	V	17/08	17/08
Guidelines	*Administration*	02-20.03	*Regional Representative - Guidelines*	.doc	*UNDER REVISION/COMBINE WITH ROLE DESCRIPTION? Revised*	V	21/01	21/01
Guidelines	Administration	04-36	Sales - Guidelines	.doc	Revised by Paul Cuming (15/05) and IA	V	15/07	15/08
Guidelines	*Administration*	01-20.03	Submissions - Guidelines	.doc	Revised by IA. Accepted 19/11. Available on 'About us'	V	19/11	19/11
Guidelines	*Administration*		Use of Society Names - Guidelines	.doc	Created by IA. Accepted 19/11.	V	19/11	19/11
Guidelines	*Publications*		*Advertising - Guidelines*	*.doc*	*(DOES NOT EXIST YET)*			
Guidelines	Publications	03-10.03.01	*Birds New Zealand* General - Guidelines	.doc				
Guidelines	*Publications*		*Birds New Zealand Editorial - Guidelines*	*.doc*	*(DOES NOT EXIST YET)*			
Guidelines	Publications	03-00.03.03	Book Reviews - Guidelines	.doc	For book reviewers for *Notornis* and *Southern Bird*			

Categories	Sub Categories	Old Reference	Filename	Format	Details and notes	Revised by Ian	Revised	Signed off
Guidelines	*Publications*	*03-01.03.01*	*Notornis General - Guidelines*	.doc	*Revised by CM (18/10). AWAIT final version*		18/10	XXX
Guidelines	*Publications*	*03-01.03.02*	*Notornis Editorial and Policy - Guidelines*	.doc	*Revised by CM (18/10). AWAIT final version*		18/11	XXX
Guidelines	*Publications*	*03-01.03.03*	*Notornis Technical Specifications - Guidelines*	.doc	*Revised by CM (18/10). AWAIT final version*		18/10	XXX
Guidelines	**Publications**		*Notornis* Author Instructions - Guidelines	.doc	Revised by CM (23/05 and 25/02).		25/02	
Guidelines	**Publications**		Obituaries - Guidelines	.doc	Revised by EO/DL/BM. Accepted 18/04		18/03	18/04
Guidelines	**Society Schemes**		Banding Operating Procedures - Guidelines	.doc	Created by John Stuart. Accepted 19/11.		19/10	19/11
Guidelines	**Society Schemes**		Banding Project Application - Guidelines	.doc	Created by John Stuart. Accepted 19/11.		19/10	19/11
Guidelines	Society Schemes	04-34.03	Beach Patrol Scheme - Instructions	.doc	Can't be changed as it is a published paper.		09/03	09/03
Guidelines	*Society Schemes*	*04-32*	*Moult Recording Scheme - Instructions*	*.doc*	*(DOES NOT EXIST YET)*			
Guidelines	Society Schemes	04-33.03	Nest Record Scheme - Instructions	.doc	Revised by Roger Sharp and IA.	V	15/05	15/08
Guidelines	Society Schemes	04-00.06	Society Schemes - Summary	.doc	Revised by IA. Feedback Adrian Riegen.	V	15/07	15/08
Guidelines	**Society Schemes**		Youth Camp - Guidelines	.doc	Reviewed by EG 25/04		22/02	25/05
Guidelines	**Society Schemes**		Youth Camp - Flyer - Appendix 5	.doc	Reviewed by EG 25/04		22/02	25/05
Guidelines	**Society Schemes**		Youth Camp - Generic Forms - Appendix 6	.doc	Reviewed by EG 25/04		22/02	25/05
Guidelines	*Society Schemes*		*Birds and Windfarm Development - Guidelines*	*.doc*	*Prepared in 2007 but not added to Manual. Discussed BM/DM 2404*	*???*		
Role Description	Administration	02-30.01	Archivist - Job description	.doc				
Role Description	Administration	*04-31*	*Banding Liaison Officer - Job description*	*.doc*	*Await revision David M. Forwarded to John S.*		XXX	XXX
Role Description	**Administration**	04-34.01	Beach Patrol Convenor - Role description	.doc	Revised by IA (22/11).	V	22/11	22/11
Role Description	Administration	03-00.01	Book Review Editor - Job description	.doc				
Role Description	Administration	03-20.01	Checklist Convenor - Job description	.doc				
Role Description	Administration	02-04	Council member - Job description	.doc				
Role Description	Administration	03-10.01	Editor *Birds New Zealand* - Job description	.doc	Revised by Nick Allen (15/04) and IA.	V	15/07	15/08
Role Description	Administration	03-01.01	Editor *Notornis* - Job description	.doc	*Revised Council meeting 18/06. Revised by CM (18/10). Run pas*	V	18/10	XXX
Role Description	Administration	02-10	Executive Officer - Job description	.doc			10/08	10/08
Role Description	Administration	02-35.01	Librarian - Role description	.doc	Revised NF (25/10).		25/10	25/10
Role Description	**Administration**	02-11	Membership Secretary - Role description	.doc	Revised RS (15/06). IW (21/10). RS (22/04). Koshy (22/11).		22/11	22/11
Role Description	**Administration**	04-36.01	Moult Recording Convenor - Role description	.doc	Created in 2020. Revised by Micah Scholer. Accepted 21/06.		16/04	21/06
Role Description	*Administration*		*Nest Record Convenor - Job description*	*.doc*	*(DOES NOT EXIST YET). Await Roger.*			
Role Description	Administration	02-01	President - Job description	.doc				
Role Description	Administration	04-11.01	Regional Recorder - Role description	.doc	Revised IA (22/10)	V	22/10	22/10
Role Description	**Administration**	02-20.01	Regional Representative - Job description	.doc	UNDER REVISION/COMBINE WITH GUIDELINES?		09/06	09/06
Role Description	Administration		Secretary and EO - Delineation of duties	.doc			10/08	10/08
Role Description	Administration	02-02	Secretary - Role description	.doc	Revised IA 24/05.		24/05	24/05
Role Description	Administration	02-03	Treasurer - Job description	.doc	Revised by PGR and IA.	V	15/08	25/03
Role Description	Administration	02-05	Vice President - Job description	.doc				
Role Description	Administration	04-35.01	Web Support Officer - Job description	.doc	Revised by Roger and EO (19/02). Endorsed 19/02.		19/03	19/02
Committee TOR	*Administration*		*Checklist Committee - TOR*	*.doc*	*Draft prepared by BM/CM. Await Committee approval (2008) and Council approval.*			
Committee TOR	*Administration*		*Records Appraisal Committee - TOR*	*.doc*	*Needs updating. AWAIT CM/Committee and Council approval.*		10/06	10/07
Committee TOR	**Administration**		Scientific Committee - TOR	.doc	REVISED by SciCom. Accepted 18/04.		18/03	18/04
Forms/Templates	Administration		Awards - A.T. Edgar Junior - Certificate template	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	**Administration**	05-02.04	Awards - A.T. Edgar Junior - Nomination form	.doc	Revised by EO/IA 19/04.	V	19/04	19/05
Forms/Templates	Administration		Awards - Conference Poster People Choice - Certi	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration		Awards - Conference Student Poster - Certificate t	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration		Awards - Conference Student Talk - Certificate ter	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05

Categories	Sub Categories	Old Reference	Filename	Format	Details and notes	Revised by Ian	Revised	Signed off
Forms/Templates	Administration		Awards - Fellow - Certificate template	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration		Awards - Honorary Member for Life - Certificate t	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration	05-03.06	Awards - Meritorious Service - Certificate templat	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	**Administration**	05-03.04	Awards - Meritorious Service - Nomination form	.doc	Revised by EO/IA 19/04.	V	19/04	19/05
Forms/Templates	Administration		Awards - Notornis New Author - Certificate templ	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration		Awards - Notornis Student - Certificate template	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	Administration		Awards - Robert Falla Memorial - Certificate temp	.doc	Created 12/04. Revised by EO/IA 19/04. Revised 20/10. Revised	V	19/04	21/05
Forms/Templates	**Administration**	05-01.04	Awards - Robert Falla Memorial - Nomination forr	.doc	Revised by EO/IA 19/04.	V	19/04	19/05
Forms/Templates	Administration		Conference - Account - Template	.xls			14/09	14/09
Forms/Templates	Administration		Conference - Abstracts - Template	.pdf			25/11	25/11
Forms/Templates	Administration		Conference - Awards and Prizes - Template	.doc			25/11	25/11
Forms/Templates	Administration		Conference - Budget - Template	.xls			14/09	14/09
Forms/Templates	Administration		Conference - Checklist	.doc			15/01	17/05
Forms/Templates	Administration		Conference - Flyer - Template	.doc			25/11	25/11
Forms/Templates	Administration		Conference - Registration form - Template	.doc	Updated logo		19/09	14/09
Forms/Templates	Administration		Conference - Receipt - Template	.doc			17/05	
Forms/Templates	Administration		Conference - Schedule - Template	.doc			16/10	
Forms/Templates	**Administration**		Conference - How to run a NZ Bird Conference	.doc	*NEEDS UPDATING!*			
Forms/Templates	**Administration**	02-04.01	Council - Nomination form	.doc				
Forms/Templates	**Administration**		Conflict of Interest - Form	.pdf	Created by IH/IA (24/11). Accepted 24/11.		24/11	24/11
Forms/Templates	**Administration**		Health & Safety - Hazards+Risks Assessment+Repo	.pdf	Created 19/05. Based on DOC. Revised. Accepted 19/11. Revise	V	20/02	19/11
Forms/Templates	Administration		Regional Accounts form	.doc	Revised by EO 20/01		20/01	
Forms/Templates	**Administration**	02-20.04	Regional Representative - Nomination form	.doc	Created 08/08. Revised by IA/EO 20/04. Revised (added COI) 24		24/12	22/04
Forms/Templates	Administration	02-20.05	Regional Representative - Annual Report template	.doc	Revised by EO (added note re accidents).		17/01	08/08
Forms/Templates	**Administration**		Reimbursement of expenses - Claim Form	.doc	Revised by EO and Ian Armitage 21/12		21/12	21/12
Forms/Templates	**Society Schemes**		Banding Annual Project Report - Form	.doc	Created by John Stuart. Accepted 19/11.		19/10	19/11
Forms/Templates	**Society Schemes**		Banding Level 3 Confirmation - Form	.doc	Created by John Stuart. Accepted 19/11.		19/10	19/11
Membership	Administration		New members - Welcome letter - NZ members	.doc	For new NZ members. Revised 21/06. Revised 22/12.	V	09/06	22/12
Membership	Administration		New members - Welcome letter - Overseas memb	.doc	For new O/S members. Revised and accepted 22/05		09/06	22/05
Membership	Administration		Donation letter - High donors - Template	.doc	For donations of $500 or more. Created 23/01. Updated 24/07		24/07	23/01
Membership	Administration		Donation letter - Template	.doc	For donations of $100-$500. Created 23/02. Updated 24/07		24/07	23/02
Registers	Administration	01-03	Administration Schedule	.doc			13/07	13/07
Registers	Administration		Assets - Register	.xls			10/08	10/08
Registers	**Administration**	05-00	Awards Recipients - Register	.xls	Revised every year by EO.		16/06	-
Registers	Administration		Projects and Schemes - Active projects - Register	.xls	Updated as required		15/05	15/05
Registers	Administration		Projects and Schemes - Completed+inactive proje	.xls	Updated as required		15/05	15/05
Registers	Administration		Publications Schedule	.doc	Revised every year by EO.		-	19/05
			ADD other Fund/Award application forms (BNZRF, AOC)?					

Files deleted from the Manual

~~Governance~~	~~MOU~~		~~Marlborough Wines/Toi Toi wines 2022~~	~~.pdf~~				22/02
~~Registers~~	~~Administration~~	~~02-00~~	~~Office holders contacts~~	~~.doc~~	*Now available online on our webpage "Contacts"*		13/05	
~~Membership~~	~~Administration~~	~~01-04~~	~~Membership Benefits~~	~~.doc~~	*Now available on webpage "Join"*		13/07	13/07
~~Privacy Statement~~	~~Administration~~		~~Privacy Statement~~	~~.doc~~	*Now available on our webpage "About us"*		11/09	

Categories	Sub Categories	Old Reference	Filename	Format	Details and notes	Revised by Ian	Revised	Signed off
Job description	Administration	03-05	Back Numbers Officer - Job description	.doc	Back numbers discontinued in April 2014		14/04	
Job description	Administration	03-30.01	NZ Bird Report Editor - Job description	.doc	No longer functional		13/05	
Committee TOR	Administration	04-10.01	Administration & Development Committee - TOR	.doc	Committee discontinued in 2014			
Guidelines	Society Schemes	04-11.08	Recording Scheme and eBird - Guidelines	.doc	Combined with Regional Recorders - Job description		13/10	
Committee TOR	Administration	04-13.01	Projects & Activities Committee - TOR	.doc	Disestablished. Decision Council meeting 16/06.		16/06	
Job description	Administration		University Liaison Officer - Role description	.doc	Disestablished. Decision Council meeting 18/10. Initially created		18/10	
Registers	Administration	01-02	Regional Boundaries - Map	.doc	Now available on webpage "Join/Find your region"		19/02	
Governance	MOU		Young Birders	.pdf	No longer functional			22/08
Job Description	Administration		Beach Patrol Database Coordinator - Job description	.doc	Project completed 22/11.	V	15/07	15/07

Bold: Uploaded on Website as PDF. Note: Forms remain as XLS or DOC.

Notes:
Since 2014, several files have been updated to change the name from OSNZ to Birds NZ. Others may still need updating.
Most files have been re-formatted and saved as PDFs. For details see separate overview.
Include "Regional accounts sheet"? (for Annual Financial Report by RR) and application forms?