



## MEMBERSHIP GUIDELINES & APPLICATION PROCESS

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### Background

The initial membership was established following a call for researchers and community members interested in contributing to the development of the Coastal People: Southern Skies Centre of Research Excellence (the Centre) funding application which was submitted to the funder, the Tertiary Education Commission (TEC), in November 2020.

The Centre's Leadership Team recognises that in order to fully realise the opportunities afforded to the Centre by the funding, we need to be able to add new members to the team. These guidelines outline the membership criteria and describe the application and assessment process for those wishing to express interest in becoming a member.

Our **vision** is flourishing wellness (mauri ora) of coastal communities.

Our **mission** is to connect, understand and restore coastal ecosystems of NZ and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

Our **values** are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

**MEANINGFUL**  
**AUTHENTIC**  
**NATURAL**  
**ACTION**

### Membership Criteria

1. All members are expected to operate in a manner that aligns with our values (namely kaitiakitanga and MANA (meaningful, authentic, natural, action)).
2. Members may be researchers, individuals whose work aligns with the research undertaken by the Centre, community members or students.
3. Any student undertaking a research project aligned with the research of the Centre and supervised by a Principal Investigator (PI) or Associate Investigator (AI) of the Centre will become a (student) member of the Centre.

### Applications for Membership

1. Applications for membership will be accepted at any time.
2. An application for membership should be sent to [cpss@otago.ac.nz](mailto:cpss@otago.ac.nz) and contain the following:
  - (a) A paragraph detailing the applicant's alignment with the values of the Centre (kaitiakitanga and MANA).



- (b) Details of the applicant's areas of research/work interest(s) and a discussion of how/where this fits in the research programme of the Centre. This section should clearly identify any particular skills or expertise that the applicant will bring to the Centre.
- (c) Details of any current research/work programmes that fit with the research of the Centre. This should include, where relevant, the funder(s), the amount of funding and the other parties involved in the research/work programme.
- (d) A short summary of the applicant's research/work or community service record, this may be integrated into the Curriculum Vitae (CV). Where relevant, references should be provided.
- (e) An up-to-date CV.

### **Assessment Criteria for Membership Applications**

The applications will be assessed against the following criteria:

- Alignment of the applicant's values with the values of the Centre.
- The fit of the applicant's research/work programme with the research programme and aspirations of the Centre.
- Excellence of the applicant's research/work and community service record (i.e. demonstrated capability to deliver meaningful outcomes).

### **Assessment Process for Membership Applications**

1. All applications for membership will be assessed by the Senior Leadership Team who will make a decision regarding the application. The Senior Leadership Team may seek input from members of the Theme Leaders Group to inform their decision making.
2. The applicant will be advised of the outcome of the application, in writing, within one month of submission.

### **Appeals Process**

1. Any appeals relating to the outcome of an application must be submitted to the Kaiurangi Programme Manager in writing within five working days of the outcome notification.
2. The appeal will be considered in accordance with the Appeals Policy.

### **Members' Obligations**

1. Members of the Centre are expected to abide by the Royal Society New Zealand's Code of Ethics (<https://www.royalsociety.org.nz/who-we-are/our-rules-and-codes/code-of-professional-standards-and-ethics/>).
2. Members of the Centre will contribute to the functioning of the Centre and will provide information in a timely and professional manner. Members will support the development of the Centre to achieve its goals.
3. Members will use the Coastal People: Southern Skies Centre of Research Excellence affiliation on all relevant publications.
4. Members will provide information required for reporting according to the timetable, and will adhere to deadlines.



5. Members of the Centre will collectively deliver on the activities and outcomes as detailed in the Annual Plan.

### **Emeritus Membership**

We recognise the value of our members to the kaupapa. Where appropriate, retiring members will be offered the opportunity to be Emeritus Members.

### **Termination of Membership**

1. Members may choose to terminate their membership. A member may terminate their membership at any time in writing to the Kaiurungi Programme Manager.
2. Failure to act in a manner that is in line with the values of the Centre may result in termination of membership.

### **Contact for further information**

If you have any queries regarding the content of these guidelines or need further clarification, contact the Kaiurungi Programme Manager.