

AMENDMENTS TO THE NEW ZEALAND SOCIETY OF ANIMAL PRODUCTION GUIDELINES.

For ratification at AGM (Wednesday, 28 June 2017)

Section: Section 01 – Constitutional Policy, 3. Membership (b) Admission of members	
Old wording	New wording
<p><i>Ordinary members:</i> Candidates for membership shall be proposed and seconded by members. The application shall be delivered to the Secretary on a suitable form bearing the signatures of proposer, seconder and candidate. The Management Committee shall have the power to grant or deny membership to any candidate.</p>	<p><i>Ordinary members:</i> <u>Candidates for membership should complete the online registration found at http://nzsap.org/user/register. Alternatively, the 'NZSAP Application for Membership' form can be requested from the Executive Secretary. The Management Committee shall verify suitability of the candidate for membership and shall have the power to grant or deny membership to any candidate.</u></p>
<p>Rationale: Wording updated to reflect the ability for new members to register online and the current verification process.</p>	

Section: Section 01 – Constitutional Policy, 3. Membership (c) Termination of Membership	
Old wording	New wording
<p>A member shall continue his membership until resignation in writing is forwarded to the Secretary of the Society and...</p>	<p>A member shall continue <u>their</u> membership until resignation in writing is forwarded to the <u>Executive</u> Secretary of the Society and..</p>
<p>Rationale: The wording has been made gender neutral and it has clarified the Executive Secretary role. Since the NZSAP Management committee contains both a Minutes and an Executive Secretary, clarifying the responsibility is needed.</p>	

Section: Section 01 – Constitutional Policy, 3. Membership (d) Membership Fees	
Old wording	New wording
<p>The membership fee shall be fixed at the Annual General Meeting. Fees of some members may be reduced as follows: (i) A member in full time attendance at a University may, on application to the Management Committee, be required to pay only 50% of the membership fee, for the year in which application is made</p>	<p>The membership fee shall be fixed at the Annual General Meeting. Fees of some members may be reduced as follows: (i) A member in full time attendance at an <u>educational institute</u> may, on application to the Management Committee, be required to pay only 50% of the membership fee, for the year in which application is made.</p>
<p>Rationale: The wording has been generalised in order to be more inclusive. Rather than University the term “educational institute” has been used to include all education institutes across tertiary, secondary and primary education.</p>	

Section: Section 01 – Constitutional Policy, 5. Meetings (a) General Meetings	
Old wording	New wording
Notice shall be given of all general meetings of the Society by newsletter to all members at least thirty days before the date of such meetings.	Notice shall be given of all general meetings of the Society by <u>electronic means</u> to all members at least <u>fourteen</u> days before the date of such meetings.
<p>Rationale: The ability to disseminate information electronically allows for a shorter lead-in time to general meetings. Fourteen days is utilised by other Societies and seems suitable for use by the New Zealand Society of Animal Production.</p>	

Section: Section 01 – Constitutional Policy, 6. Management	
Old wording	New wording
<p>The affairs of the Society shall be in the hands of a Management Committee consisting of a President, Vice-President, Secretary, Treasurer, Editor of Proceedings, Newsletter Manager, Web Site Manager, Publications Manager, Convenor of the Conference Organising Committee and Immediate Past President, each of whom shall be members of the Society. The Management Committee shall be elected annually by ballot except that the Vice-President shall automatically become the President for the year following his election as Vice-President and the President shall automatically become the Immediate Past President.</p> <p>The Management expenses incurred by the Secretary, Treasurer and the Editor of Proceedings may be reimbursed to an annual limit set by the Annual General Meeting.</p> <p>Nominations for election to the Management Committee shall be proposed and seconded by members. Nominations shall be in writing, signed by the proposer, seconder and nominee, and be in the hands of the Secretary at least 70 days prior to the holding of the Annual General Meeting. Numbered ballot-papers shall be forwarded by the Secretary to all members at least 30 days prior to the holding of the Annual General Meeting. Completed ballot-papers shall be in the hands of the Secretary before the commencement of the Annual General Meeting.</p>	<p>The affairs of the Society shall be in the hands of a Management Committee consisting of a President, Vice-President, <u>Minutes Secretary, Executive Secretary</u>, Treasurer, Editor of Proceedings, Newsletter Manager, Web Site Manager, Publications Manager, Convenor of the Conference Organising Committee, Immediate Past President, <u>and up to two farmer representatives each of whom shall be members of the Society</u>. The Management Committee shall be elected annually by ballot except that the Vice-President shall automatically become the President for the year following his election as Vice-President and the President shall automatically become the Immediate Past President.</p> <p>The Management expenses incurred by the Secretary, Treasurer and the Editor of Proceedings may be reimbursed to an annual limit set by the <u>Management Committee and notified at the Annual General Meeting</u>.</p> <p>Nominations for election to the Management Committee shall be proposed and seconded by members. Nominations shall be in writing, signed by the proposer, seconder and nominee, and be in the hands of the <u>Executive Secretary</u> at least 70 days prior to the holding of the Annual General Meeting. Should ballot be required numbered ballot-papers shall be forwarded by the <u>Executive Secretary</u> to all members at least 30 days prior to the holding of the Annual General Meeting. Completed ballot-papers shall be in the hands of the <u>Executive Secretary</u> before the commencement of the Annual General Meeting.</p>
<p>Rationale: Updated to reflect the actual composition of the New Zealand Society of Animal Production Management Committee and also to reflect the actual procedures (as has been shown to be effectual over the years).</p>	

Section: Section 01 – Constitutional Policy, 8. Control and Investment of Funds	
Old wording	New wording
All withdrawals from the Account shall be signed by two members of the Management Committee.	All withdrawals from the Account shall be <u>verified</u> by two members of the Management Committee.
Rationale: Internet banking does not require signatures so change in wording to reflect this	

Section: Section 01 – Constitutional Policy, 10. Winding Up	
Old wording	New wording
	With the dissolving of the Society, in no event may the surplus assets be distributed to members of the Society.
Rationale: New wording added to reflect common process for winding up of Societies.	

Section: Section 02 – Conference, Submitted Papers	
Old wording	New wording
Abstract submission form	<i>Remove all reference to the Abstract submission form.</i>
Rationale: Abstract submission form no longer used as abstracts are submitted online.	

Section: Section 02 – Conference, Submitted Papers 2. Submission Abstracts	
Old wording	New wording
Abstracts submitted via electronic media that are accepted for inclusion in the conference programme will require along with submission of the written paper, a signed statement by the senior author and appropriate head of department	<u>With the submission of the written paper, a signed Manuscript submission form is required. This form can be found at: http://www.nzsap.org/content/conference. The signatory on the form is the corresponding author.</u>
Rationale: Change of proceedings to open access status in 2015 removed the need to transfer copyright so the Manuscript submission form now verifies co-author agreement and animal ethics and this can be ascertained by the corresponding author. Current manuscript submission form reflects this process and so, wording in the Guidelines needs to be updated to reflect the current process.	

Section: Section 02 – Conference, Contracts. Publication/Refereeing/Checklist for Contractors.	
Old wording	New wording
The size of the publication of the published Contract should be equivalent to the space occupied by the number of ordinary presentations that fill a similar time period (i.e., four printed pages in the Proceedings for each 10 minute presentation).	<u>The need to publish papers related to presentations in the contract session is at the discretion of the Conference Convenor in consultation with the Editor however, publication of the contract sessions is not required. Papers for the contract sessions should be prepared following the Author Instructions for conference papers and to a timeline set by the Editor.</u>
The Contract will be a single topic under the name of the contractor with a brief introduction followed by the various presentations in order. Each presentation will be formatted as an independent paper (or in the form	<u>The Contractor (the person in the Conference</u>

of a brief communication) but with minimal introduction (as this would have been covered in the review) and no references. The contract will conclude with a summary and a consolidated list of references for the whole Contract.

For the general construction of a Contract, refer to Smith, J.F. 1985: Steroid Immunisation of ewes to increase lambing. *Proceedings of the New Zealand Society of Animal Production* 45: 171-201

The method of citation of papers within contracts should follow the form of:

Knight, T.W.; Smith, J.F.; Sumner, R.M.W. 1985: Effect of steroid immunisation in the performance of 3 breeds of sheep under hill country conditions. *In*. Smith, J.F., "Steroid Immunisation of ewes to increase lambing ". *Proceedings of the New Zealand Society of Animal Production* 45: 181-183.

In general, the individual contributions to a Contract (with the exception of the review) will be regarded as brief or preliminary communications when considering the possibility of those results being published in more detail at a later date.

Refereeing

It is the responsibility of the Contractor to provide a manuscript for the full contract ready for typesetting. Two independent, suitably qualified referees must have reviewed each paper. For refereeing purposes, the contractor's contribution, i.e., the introduction and summary, will be considered as a paper in the context of the Contract. All referees will need to be aware of the entire contract's content and to have the relevant portion of the references list). Each paper must follow the instructions to authors published on the society website. One hard copy of each refereed contract paper must be submitted to the Editor by the published deadline for editorial checking. Following editing and corrections the manuscript must be sent to the Editor in the appropriate electronic format (instructions available from editor).

Checklist for Contractors

- ◆ Confirm authors, titles and time allocations with conference convenor
- ◆ Inform authors of deadlines
- ◆ Inform authors of animal ethics requirements (see policy on website or in most recent Proceedings)
- ◆ Send manuscripts to referees
- ◆ Return manuscripts and referees reports to authors

committee organising the contract session) is responsible for providing manuscripts for the full contract ready for typesetting. Two independent, suitably qualified referees must have reviewed each paper.

<ul style="list-style-type: none"> ◆ Check that manuscripts have been amended according to referees reports ◆ Send one hard copy of corrected manuscript to Editor for editing by deadline ◆ Send Editor a covering letter naming referees and stating that the corrected paper meets the referees' requirements <p>In some cases (when authors cannot do so) it may also be necessary to</p> <ul style="list-style-type: none"> ◆ Arrange for corrections following editing ◆ Send Editor final manuscript in electronic form and one hard copy by deadline ◆ Send Editor completed copyright release form for each paper ◆ Coordinate checking of galleys and return to Editor by deadline 	
<p>Rationale: This section has been made more concise for clarity. Much of the information is similar to the Instruction for Authors. The need to provide a paper from the contract sessions for in the Proceeding has been removed in order to encourage more industry engagement and also to provide the possibility of presenting and publishing in other forms e.g., video, livestream.</p>	

Section: 03-Proceedings, Purpose and Composition	
Old wording	New wording
<p>1. For annual conferences, the Proceedings should be published before the start of the conference and should contain the following items:</p> <ul style="list-style-type: none"> • Papers (including any invited and Landcorp lecture) presented at the current conference • Presidential address from the previous conference • President's report to the AGM from the previous conference • Lists of current officers of the Society • Historical list of previously elected Life Members and previous recipients of the McMeekan Memorial, Sir Arthur Ward, Young Member, Jubilee University, Lincoln University Centennial, and Landcorp Farming Ltd Lecture (or LIC) Awards • Award citations with photos of last years recipients • Obituaries with photos • Instructions to authors • ISBN number 	<p>2. For annual conferences, the Proceedings should be published before the start of the conference and should contain the following items:</p> <ul style="list-style-type: none"> • Papers (including any invited and <u>Living Legend addresses</u>) presented at the current conference • Presidential address from the previous conference • President's report to the AGM from the previous conference • Lists of current officers of the Society • Historical list of previously elected Life Members, <u>Presidents</u> and previous recipients of the McMeekan Memorial, Sir Arthur Ward, <u>Living Legend</u>, Young Member, Jubilee University, Lincoln University Centennial, <u>Innovation Award</u>, <u>Jubilee Technicians Award</u> and Landcorp Farming Ltd Lecture (or LIC) Awards • Award citations with photos of last year's recipients • Obituaries with photos • Instructions to authors • <u>ISSN</u> number
<p>Rationale: Updating with newly instigated NZSAP awards and actual listings in Proceedings</p>	

Section: 03-Proceedings, Purpose and Composition	
Old wording	Old wording
3. All scientific papers (whether Contributed, Invited or Contract papers) should follow the <i>Information for Authors</i> and <i>Editorial policy for the responsible use of animals in science</i> , and are to be reviewed by two referees. The Editor will choose the referees for Contributed papers; for Invited and Contract papers they will chosen by the Conference Organising committee, or its delegate.	3. All scientific papers (whether Contributed, Invited or Contract papers) should follow the <i>Instructions for Authors</i> <u>and should certify that any research that has involved animals followed established standards for their care and use as approved by a <u>Animal Ethics Committee</u></u> , and are to be reviewed by two referees. The Editor will choose the referees for Contributed papers; for Invited and Contract papers they will chosen by the Conference Organising committee, or its delegate.
Rationale: Updated to reflect current and standard practice	

Section: 03-Proceedings, Responsible Use of Animals in Science	
Old wording	New wording
<i>This is a lengthy section explaining animal welfare standards for animals used in research. This requirement is considered to greater extent by Animal Ethics Committees prior to research taking place.</i>	<p>The New Zealand Society of Animal Production (NZSAP) acknowledges that animals are sentient and it matters to NZSAP how animals are treated. NZSAP also notes that research can contribute to the advancement of scientific knowledge, to improvements in the health and well-being of man and animals, and to maintain an appropriate balance in ecosystems.</p> <p>The Society will only publish research that has gained approval from an appropriate Animal Ethics Committee and has carried out research in accordance to the guidelines of such Animal Ethics Committee.</p> <p>The Editor of the Society's Proceedings reserves the right not to publish on account of animal welfare or ethical grounds, or because the use of particular animals and/or techniques used may have put endangered species or populations at risk.</p>
Rationale: Animal Ethics Committees ensure the welfare of animals involved in research so, the extent of information currently provided in the guidelines is not required. Reference to an Animal Ethics Committee is sufficient.	

Section: 04 – Website	
Old wording	New wording
The public website will provide access to: <ul style="list-style-type: none"> • ... • Proceedings (limited access for non-members) with link to SciQuest 	The public website will provide access to: <ul style="list-style-type: none"> • ... • Proceedings • ...
Rationale: Proceedings are open access on the Society's website. Comments regarding limited access for non-members and links to SciQuest no longer apply.	

Section: 05 – Publications and Newsletters, Newsletters	
Old wording	New wording
5. Newsletters will be sent to members as hard copy (posted) or by list server, and will be placed on the Society’s website.	5. Newsletters will be sent to members via electronic media and as hard copy (posted) on request, and will be placed on the Society’s website.
Rationale: Updated to reflect the ability to now send the newsletter electronically.	

Section: 06 – Awards, Landcorp Farming Ltd Lecture	
Old wording	New wording
<i>This section deleted</i>	This award was disestablished in 2017 following notification from Landcorp Farming Ltd.
Rationale: Landcorp Farming Ltd indicated that they are no longer able to provide sponsorship. Hence, this lecture can no longer proceed.	

Section: 06 – Awards, Young Member Award, Procedures	
Old wording	New wording
<i>Wording added</i>	<ul style="list-style-type: none"> • Six finalists will be selected by the judging panel consisting of the Immediate Past-President, Vice President and Editor. The finalists will go through to present their paper in the Young Members session of the Annual Conference. Finalists will be selected on the receipt of the signed eligibility form, quality of the submitted paper and timeliness of submission and revision. • At the discretion of the Management Committee the Finalists can receive monetary recognition of up to \$500 per finalist. Finalists will have their conference registration paid for by the Society.
Rationale: Updated to reflect current process.	

Section: 06 – Awards, Young Member Award, Assessment of Finalists presenting in the Young Members session	
Old wording	New wording
<i>Wording added</i>	<ul style="list-style-type: none"> • The overall winner of the Young Members Award will receive a monetary prize of \$500.
Rationale: Updated to reflect current process.	

Section: 06 – Awards, Young Member Award, Presentation	
Old wording	New wording
<ul style="list-style-type: none"> The Treasurer shall be responsible for having the cheque for the Award in the hands of the President at the Conference. 	<ul style="list-style-type: none"> The Treasurer shall be responsible for ensuring the awardee receives the award funds within 30 days after the conference.
Rationale: Updated to reflect current process and the ability to do electronic transfers rather than cheque payments.	

Section: 06 – Awards, Innovation Award, Eligibility	
Old wording	New wording
All papers presented at the annual Conference will be eligible for the Award.	All papers put forward by the authors for consideration and then presented at the annual Conference will be eligible for the Award.
Rationale: Updated to reflect current process and the fact that the abstract submission form will request for authors to indicate if they would like to be considered for the Innovation Award	

Section: 06 – Awards, Innovation Award, Assessment	
Old wording	New wording
<ul style="list-style-type: none"> The judging panel, consisting of 3 members of the Society, will be convened by the President. The panel will pre-select 6 papers for assessment. 	<ul style="list-style-type: none"> The judging panel, consisting of 3 members of the Society, will be convened by the President.
Rationale: Updated to reflect current process.	

Section: 06 – Awards, Ruminant Reproduction Symposium (RRS) Travel Award	
Old wording	New wording
3. Each Award should not exceed \$3,000.00 adjusted for inflation over time.	<ul style="list-style-type: none"> Each Award should not exceed \$3,000 (to be reviewed every 5 years).
Rationale: A review of the award fund is considered a more practical approach than adjusting for inflation.	

Section: 06 – Awards, Ruminant Reproduction Symposium (RRS) Travel Award, Award Selection Panel	
Old wording	New wording
<ul style="list-style-type: none"> The selection panel for the Award will comprise the NZSAP Management Committee plus the NZSAP nominated ICAR representative, to ensure the panel is represented by at least one expert in reproductive science at an international level. 	<ul style="list-style-type: none"> The selection panel for the Award will comprise the NZSAP Management Committee.
Rationale: To the knowledge of the current NZSAP Management Committee, there is no ICAR representative (NZSAP is not listed as an affiliate on the ICAR website). It is unclear if the NZSAP Management committee has consulted with ICAR previously. As with all other awards the NZSAP Management committee undertakes due diligence before awarding funds and will seek expertise when required. The specific reference to ICAR is not necessary.	

Section: 06 – Awards, Murray Woolford Young Dairy Scientist Award	
Old wording	New wording
None	<i>Information for this new award has not been put into the Society Guidelines to-date. Information regarding objectives, name, finances, selection panel and application for the award now placed into the Guidelines.</i>
Rationale: Information required.	

Section: 06 – Awards, Lincoln University Centennial Award	
Old wording	New wording
<p>Farmers have provided an invaluable point of contact and a breadth of experience to students which cannot be captured in the lecture theatre, as well as a point of reference after graduation. The close co-operation and understanding that exist between the academic and practising agriculturalists are outstanding features of New Zealand agriculture. This close working relationship between farmers and Lincoln University is unique. It is this relationship which the Award seeks to recognise and foster.</p> <p>The NZSAP Lincoln University Centennial Award may be awarded annually (but more typically every fourth year coinciding with the Conference being in Canterbury) and will be presented at a Lincoln University Farmers’ Conference, or other suitable gathering (e.g. NZSAP Conference). It will be awarded to a farmer who has made a substantial contribution to the University, either by hosting student field trips with a strong livestock emphasis and/or by supervising students’ practical work, or whose achievements are used regularly to demonstrate to students methods of reaching animal production goals or implementing high levels of stock management. The recipient shall hold the Award until a new awarding is made.</p> <p>Nominations for the Award may be made by any member or group of the University staff or students and must be in the Lincoln University Selection Committee’s hands by 28 February in the year of the awarding. The Selection Committee will comprise the President of the New Zealand Society of Animal Production or his/her local nominee; Vice-Chancellor of Lincoln University or his/her nominee; Professor of Animal Science, Lincoln University and the Chairman of the Lincoln University Farmers’ Conference Committee (or similar).</p> <p>Immediately after the presentation a copy of the</p>	<p>Farmers have provided an invaluable point of contact and a breadth of experience to students which cannot be captured in the lecture theatre, as well as a point of reference after graduation. The close co-operation and understanding that exist between the academic and practising agriculturalists are outstanding features of New Zealand agriculture. It is this relationship which the Award seeks to recognise and foster.</p> <p>The NZSAP Lincoln University Centennial Award may be awarded annually (but more typically every fourth year coinciding with the Conference being in Canterbury) and will be presented at a NZSAP Conference. It will be awarded to a farmer who has made a substantial contribution to the University, either by hosting student field trips with a strong livestock emphasis and/or by supervising students’ practical work, or whose achievements are used regularly to demonstrate to students methods of reaching animal production goals or implementing high levels of stock management. The recipient shall hold the Award until a new awarding is made.</p> <p>Nominations for the Award may be made by any member or group of the University staff or students and must be in the Lincoln University Selection Committee’s hands by 28 February in the year of the awarding. <u>The Selection Committee will comprise the President of the New Zealand Society of Animal Production or their local nominee; Vice-Chancellor of Lincoln University or their nominee; Dean of Agricultural Life Science Faculty at Lincoln University.</u></p> <p>Immediately after the presentation a copy of the citation for the award and a photo of the recipient to be forwarded to the Executive Secretary for publication on the website and listing in the Proceedings.</p>

citation for the award and a photo of the recipient to be forwarded to the Executive Secretary for publication on the website and listing in the Proceedings.	
Rationale: Wording updated to reflect current practice and to update wording of staff positions at Lincoln University	

Section: 06 - Awards, 75th Jubilee Technician Award	
Old wording	New wording
None	<i>Information for this new award has not been put into the Society Guidelines to-date. Information regarding objectives, name, and nomination now placed into the Guidelines.</i>
Rationale: Information required	

Section: 07 – Committee Members Responsibilities, President	
Old wording	New wording
	<i>Remove responsibilities regarding Landcorp Farming Ltd Lecture</i>
Rationale: Required to match alterations in other parts of Guidelines	

Section: 07 – Committee Members Responsibilities, Vice-President	
Old wording	New wording
<ol style="list-style-type: none"> 1. Be Chairperson of annual/committee meetings in absence of President. 2. Stand in for President to carry out any function in absence of President. 3. Generate and coordinate publicity for the Society. 4. Solicit nominations for and coordinate events leading to the presentation of the McMeekan, Sir Arthur Ward, Jubilee, and Lincoln University Centennial Awards. This includes liaising with the persons preparing the associated orations and securing a photo of the recipients suitable for publication. 5. Solicit nominations for Honorary Life Members. This includes liaising with the persons preparing the associated orations and securing a photo of the nominees suitable for publication. 	<ol style="list-style-type: none"> 1. Be Chairperson of annual/committee meetings in absence of President. 2. Stand in for President to carry out any function in absence of President. 3. Generate and coordinate publicity for the Society. 4. Is a member of the judging panel for the Young Member Award.
Rationale: Duties regarding the Awards and Life Membership have been carried out by the Executive Secretary for many years now. New wording reflects current practice.	

Section: 07 – Committee Members Responsibilities, Executive Secretary 3. Conference	
Old wording	New wording
<ul style="list-style-type: none"> • Receive abstracts, send out receipt acknowledgement, import information using macro file, collate on excel spreadsheet and disperse to Management Committee. • Liaise with Proceedings Editor re Young Member information and eligibility • Liase with Treasurer re Landcorp lecture donation invoice • Contact Massey and Lincoln Universities in May to determine the recipient of the recipient of the University Jubilee Awards for the previous year. • Prepare certificates for the Landcorp and Living Legend lectures, Sir Arthur Ward Award, McMeekan Award, Young Members Award, Innovation Award, Life Member Award and University Jubilee awards • Prepare cheque for the Sir Arthur Ward, McMeekan, Young Member, Innovation and Jubilee University Award recipients and enclose in sealed, named envelopes for presentation • Accept nominations for Management Committee members. • Organise and obtain photograph of McMeekan award recipient • Send updated NZSAP membership list to conference organizers and keep a record of proceedings distributed at the conference • Arrange for the Credit Card “Zip Zap” machine, cheques and certificates for award recipients and any other requirements (i.e. occasional publications) to be at the conference, • Provide numbered ballot papers if needed. 	<ul style="list-style-type: none"> • Receive abstracts, send out receipt acknowledgement, import information using macro file, collate on excel spreadsheet and disperse to Management Committee. • Liaise with Proceedings Editor regarding Young Member information and eligibility • Contact Massey and Lincoln Universities in before end March to determine the recipient of the University Jubilee Awards. • Prepare certificates for the Living Legend lectures, Sir Arthur Ward Award, McMeekan Award, Young Members Award, Innovation Award, Life Member Award, Technician Award and • University Jubilee awards • Transfer funds for the Sir Arthur Ward, McMeekan, Young Member, Innovation, Technician Award and Jubilee University Award - Accept nominations for Management Committee members. • Organise and obtain photograph of McMeekan award recipient • Send updated NZSAP membership list to conference organizers and keep a record of proceedings distributed at the conference • Arrange for the Credit Card “Zip Zap” machine, cheques and certificates for award recipients and any other requirements (i.e. occasional publications) to be at the conference, • Provide numbered ballot papers if needed.
<p>Rationale: Updated to reflect current and actual duties</p>	

Section: 07 – Committee Members Responsibilities, Executive Secretary 4. Awards	
Old wording	New wording
	<p><i>Add the following:</i></p> <ul style="list-style-type: none"> • Solicit nominations for and coordinate events leading to the presentation of the McMeekan, Sir Arthur Ward, Jubilee, and Lincoln University Centennial Awards. This includes liaising with the persons preparing the associated orations and securing a photo of the recipients suitable for publication. • Solicit nominations for Honorary Life Members. This includes liaising with the persons preparing the associated orations and securing a photo of the nominees suitable for publication.
<p>Rationale: Updated to reflect current and actual duties</p>	

Section: 07 – Committee Members Responsibilities, Executive Secretary 9. General	
Old wording	New wording
	<p><i>Add the following:</i></p> <ul style="list-style-type: none"> • Send letters advising of newly-elected officers and dates of next conference to RSNZ, AAAP, ASAP, BSAP, CSAS, NZVA, NZIPIM, ANZCCART, NZGA, NZIAS, Justice Department, etc. • Send letters to Chairman/Discussion Leaders for conference sessions inviting them to act in this capacity, briefing them on appropriate session, chairperson performance criteria, and providing abstracts of papers. • Attend to RSNZ matters, such as National Committee Elections (nominations), Annual Report and the NZSAP representative to Member Bodies' Committee. • Call for abstracts in liaison with Newsletter Manager.
<p>Rationale: These duties currently listed under the Minutes Secretary role however, they are better administered by the Executive Secretary</p>	

Section: 07 – Committee Members Responsibilities, Publication Manager	
Old wording	New wording
7. Liaise with and assist Local Organizing Committee on media release of Conference features, photographic coverage of Award presentations and make award orations available for the press.	<i>Removed</i>
<p>Rationale: Function of Conference Organising committee not the Publication Manager.</p>	

Section: 07 – Committee Members Responsibilities, Newsletter Manager	
Old wording	New wording
	<i>Change wording to indicate two newsletters per annum (rather than three)</i>
<p>Rationale: NZSAP now releases a newsletter twice a year.</p>	

Section: 07 – Committee Members Responsibilities, Website Manager	
Old wording	New wording
The Societies web site is the vehicle for electronic distribution of news, information and the papers from the annual conference to members and the general public. The duties of the Web Site Manager are principally to maintain and update the Societies web site(s) of which there are currently two, namely the Royal Society site (http://nzsap.rsnz.govt.nz) for information for which there is full public access; and the Earthlight Communications site (http://nzsap.earthlight.co.nz) for which access is restricted to financial members of the Society.	<p>The Societies web site is the vehicle for electronic distribution of news, information and the papers from the annual conference to members and the general public. The duties of the Web Site Manager are principally to maintain and update the Societies web site (www.nzsap.org). Specific responsibilities are outlined below:</p> <ol style="list-style-type: none"> 1. Make the newsletters available on the web in HTML or PDF formats as they come to hand. 2. Regularly update the site with news and information as required, including full reports

<p>Specific responsibilities are outlined below.</p> <ol style="list-style-type: none"> 1. Make the newsletters available on the web in HTML and PDF formats as they come to hand. 2. Regularly update the site with news and information as required, including full reports (excluding funding information) from recipients of Animal Science Awards, notices pertaining to the annual conference, and advertising the Society's publications. 3. List the conference programme by session (including the submitted abstracts) on the website prior to the conference. Add the abstracts as published following the conference. 4. Convert the typeset papers for the Proceedings into PDF format, load them onto the Earthlight site, and link to the contents page for that year to make papers available for download by members. 5. Maintain a membership access database at Earthlight Communications on the current status of members accounts. Add new members to the database and delete those members resigning as required. 6. Undertake new developments as required. 	<p>(excluding funding information) from recipients of Animal Science Awards, notices pertaining to the annual conference, and advertising the Society's publications.</p> <ol style="list-style-type: none"> 3. List the conference programme by session (including the submitted abstracts) on the website prior to the conference. Add the abstracts as published following the conference. 4. Convert the typeset papers for the Proceedings into PDF format, load them onto the site, and link to the contents page for that year to make papers available 5. Maintain a membership access database. Add new members to the database and delete those members resigning as required. 7. Undertake new developments as required.
<p>Rationale: Updated to reflect current duties and a change to website hosting.</p>	

Section: 09 – Appendices, Appendix 4. Instructions to Authors	
Old wording	New wording
	Updated version of Instructions to Authors (as provided from Editor, January 2017) put into Appendix 4
<p>Rationale: Update required to match document used.</p>	

Section: 09 – Appendices, Appendix 7. Manuscript submission form	
Old wording	New wording
	Updated version of Manuscript Submission Form (as provided at www.nzsap.org) put into Appendix 7
<p>Rationale: Update required to match document used.</p>	