

Appendix to membership application form

Our three main objectives are:

1. Networking

Relationship building between Executive Assistants of Chief Executives to enhance ongoing benefits for both the members and their respective Chief Executive/Managing Director.

2. Supplier Information

Identifying a diverse range of suppliers and venues for various corporate functions, to enable Executive Assistants to showcase a variety of different options to their Chief Executive Officers, something which workloads do not always allow the luxury to research. Also source a range of suppliers that can be utilised for something unique such as work/life balance and staff recognition awards.

3. Development

Providing a forum in which Executive Assistants are able to learn from each other, and source information and development needs from other companies/individuals relevant to this specialised group.

Criteria

Membership criteria has been established to assist the committee with determining the appropriate cultural fit between Conoscenti and your organisation.

Conoscenti is a boutique forum with membership by invitation only. The successful applicant will need to be most senior EA/PA in the company organisation structure here in New Zealand and report directly to the Chief Executive Officer/General Manager/Managing Director equivalent. Being the most senior EA/PA in the company structure, only one member from the organisation structure as a whole can be considered. The Committee reserves the right to consider exceptions to this on a case by case basis.

Each member will commit to participate in at least five Conoscenti events per calendar year of their membership irrespective of location of any function.

Energy

You bring positive energy to the membership.

Relationships

You actively network with other members. You support decision making. You behave in a gracious, grateful and co-operative manner to all suppliers, hosts and members at all times. Being conscious that sometimes we are in situations where it is best to say nothing.

Trust

You are trusted. You follow through on commitments.

Professionalism

You behave professionally at all times. Your confidentiality is beyond reproach. You are representative of your organisation and Conoscenti.

Code of Conduct

The Conoscenti Code of Conduct aligns our Values, Criteria and Objectives and puts them into action.

Our Values

We take pride in ourselves, Conoscenti and our organisation.

We treat others with respect, dignity, fairness and courtesy.

We value the confidentiality and privacy of others.

We encourage diversity and maintain an environment free from discrimination or harassment.

Our professional and personal competence and integrity underpins our reputation. We uphold that reputation.

We meet our contractual obligations under the Conoscenti membership.

Our Responsibilities

The Code of Conduct defines how we should behave and conduct ourselves in a wide range of situations. It is the responsibility of each Conoscenti member to follow the Code of Conduct consistently and appropriately and to help others to do so.

We are encouraged to raise issues and concerns to the Conoscenti Committee in the first instance.

To assist in ascertaining if an action is not aligned with our Code of Conduct, below is a summary of questions for consideration:

- Is it against Conoscenti values?
 - Will it reflect negatively on you, Conoscenti or your organisation?
 - Does it feel right?
 - Who else could be affected by this?
 - Would you be embarrassed if others knew?
 - Is there an alternative course of action that does not pose a conflict?