

Joining NZBEF

# Membership Application

*Becoming a member of the Foundation is primarily about **business improvement**, guided by the most comprehensive and holistic framework available - the Baldrige Criteria for Performance Excellence (CPE). 'Excellence' aside, this internationally-recognised and respected framework is used in over 80 countries worldwide and is the only business improvement framework to look at the entire organisation and linkages throughout; identifying gaps via self-assessment, increasing productivity, improving performance, and creating organisational alignment.*

# Information about Joining NZBEF

**IMPORTANT INFORMATION:** Please read this page prior to completing your application

*The journey to excellence is not an add-on to "business as usual". Implementing the framework will take a level of dedication, commitment and a will to critically examine how your organisation operates at all levels. Those that embark on the journey to excellence know that the time and effort is incredibly worthwhile. And, when implemented effectively the impact to your organisation is significant – in all areas.*

Most importantly, the journey will guide you to **understand your business and customers better**, enabling you to **measure the right things** and identify the methodologies that are **most appropriate for your business**, to create the **results that your organisation is after**.

## 1. Where to begin?

Before you get started on this application, there are two key aspects to your organisation's success:

- a) That your organisation's leader (CEO / GM) understands and supports the Business Improvement initiative.
- b) That your organisation appoints someone as an NZBEF representative / Business Improvement 'Champion'.

This representative is the primary contact for NZBEF. This role is a key factor in the success of your engagement with the NZBEF network, both within and outside the organisation. This person is directly involved in the organisation's activities, and is the driving force in advising the leader(s) in the development and implementation of business improvement within the organisation. It will therefore be important for them to gain a good understanding of the CPE and its use over the first year.

## 2. Completing the application form

Complete the application form and agreement (pages 4-5) written or digital, and provide us with a copy of both.

- **Invoicing**  
Invoices are for a period of 12 months. At the end of this period the membership is automatically renewed. A renewal invoice will be emailed to the primary contact and a copy will be posted in your renewal pack.
- **Cancellation**  
If you wish to cancel your membership, a written notice should be sent to the NZBEF explaining why you wish to cancel, prior to the renewal date.

## 3. Attach additional information

- An organisational chart outlining key positions/structure of the organisation (if unavailable, type in an email).
- Your organisation's key objectives/reasons for joining the Foundation.

*NZBEF will treat this information as strictly confidential.*

## 4. Submit to NZBEF

Email to [info@nzbef.org.nz](mailto:info@nzbef.org.nz); or post to Membership Department, NZBEF, PO Box 331-658, Takapuna, Auckland 0740

## 5. What happens next?

You will receive acknowledgement of the application form within one week. Once your membership has been confirmed, we will ask you to send us an electronic version of your organisation's logo. This will be used when we announce your membership to the NZBEF community through an edition of our regular e-news, bi-monthly newsletter publication, and other appropriate channels. We will publish your website address at [www.nzbef.org.nz/current-members](http://www.nzbef.org.nz/current-members), so that other members can find out more about you.

## 6. Certificate, knowledge base login, and access to NZBEF support and services

Benefits and support are subject to payment of the invoice, in accordance with our terms of payment. Once received, you will receive a certificate confirming your membership. Please read the definitions of support and services in section 2 of the Membership Agreement.

# NZBEF Membership Types

## Types of members

Business enterprises, governmental and other public sector organisations can apply to join our community. The first question to answer is, “What is the size, scope and complexity of your organisation?” This will determine the fee for your organisation. The options are as a Corporate; Corporate division (business unit / subsidiary); Not-for-Profit; or Individual.

### Corporate - full

If an organisation joins the Foundation, all other divisions operating under the same brand name and/or same line of business are considered part of the membership. If employee numbers exceed 5,000, this will be taken into account to determine the annual fee (by negotiation) with the Foundation, due to the extra support required. When applying for Corporate membership, please include an appendix with a list of all business units/subsidiaries that will fall under the scope of the agreement. Any business unit/subsidiary/division not on this list will not be eligible for discount or access to services under the Membership agreement.

### Corporate - business unit / division

If only a division of an organisation joins the Foundation, then the benefits are applied to only those employees within the scope of this division. The other divisions under the same company name would not be considered as members. Total employee numbers would therefore represent that division only.

### Not-for-Profit

To qualify as a not-for-profit an organisation must be a charitable trust, or an incorporated society. When applying for Not-for-Profit membership, please include an appendix with a list of all business units/subsidiaries that will fall under the scope of the agreement. Any unit/subsidiary/division not on this list will not be eligible for discount or access to services under the affiliation agreement.

### Individual

An individual membership represents any business that does not have employees, i.e. sole traders, owner-operators, independent directors, etc. Where the trading name is represented instead of the individual name, it must be that of a business with no employees.

[ Note that Patrons and Partners are by negotiation only and enquiries should be made directly to the Foundation. ]

## Membership pricing (excludes GST)

<b>Patron (by negotiation)</b>		<b>Partner (by negotiation)</b>	
<b>Not-for-profit (NFP) &gt; 5,000 employees</b>	By neg.	<b>Corporate (Corp) &gt; 5,000 employees</b>	By neg.
NFP 151 – 5000 employees	\$2,500	Corp 251 – 5,000 employees	\$5,000
NFP 51 – 150 employees	\$1,500	Corp 151 – 250 employees	\$4,000
NFP 21 – 50 employees	\$1,000	Corp 101 – 150 employees	\$3,500
NFP < 20 employees	\$500	Corp 51 – 100 employees	\$3,000
		Corp 21 – 50 employees	\$2,000
<b>Individual</b>	\$250	Corp 11 – 20 employees	\$1,000
<i>(i.e. sole trader, individual, owner-operator)</i>		Corp < 10 employees	\$500

*Please contact us if your organisation has more than 5,000 employees, and we will come to an agreement around a suitable membership fee appropriate to the size of the organisation.*

# Application Form

OFFICE USE ONLY (INTERNAL)	
Date Rec'd	
Invoice #	
Payment Date	
Data Entered	
File Created	
Welcome Pack	

## Business Details

Company/Org. Name			
Trading Name (if diff.)			
Industry Sector			
CEO Name			
CEO Email Address			
Postal Address		Postcode	
Physical Address			
		Postcode	
Business Phone		Fax #	

## Primary Contact (NZBEF Representative Details)

Full Name			
Job Title			
Department (if applic.)			
Postal Address (if diff.)			
Direct Dial #		Mobile #	
Email Address			

## Secondary Contact (i.e. if NZBEF Representative unavailable)

Full Name			
Job Title			
Department (if applic.)			
Postal Address (if diff.)			
Direct Dial #		Mobile #	
Email Address			

## Membership type (tick one below – refer to page 3)

<input type="checkbox"/> NFP > 5,000 (neg.)	<input type="checkbox"/> Corp > 5,000 (neg.)	<input type="checkbox"/> Corp 21 – 50 (\$2,000)
<input type="checkbox"/> NFP 151 – 5,000 (\$2,500)	<input type="checkbox"/> Corp 251 – 5,000 (\$5,000)	<input type="checkbox"/> Corp 11 – 20 (\$1,000)
<input type="checkbox"/> NFP 51 – 150 (\$1,500)	<input type="checkbox"/> Corp 151 – 250 (\$4,000)	<input type="checkbox"/> Corp < 10 (\$500)
<input type="checkbox"/> NFP 21 – 50 (\$1,000)	<input type="checkbox"/> Corp 101 – 150 (\$3,500)	
<input type="checkbox"/> NFP > 20 (\$500)	<input type="checkbox"/> Corp 51 – 100 (\$3,000)	<input type="checkbox"/> Individual (\$250)

# Membership Agreement

THIS MEMBERSHIP AGREEMENT comes into effect on \_\_\_\_/\_\_\_\_/\_\_\_\_ BETWEEN NZ QUALITY FOUNDATION, a not-for-profit founded by public and private enterprise, hereinafter referred to as NZBEF;

AND

Organisation:

\_\_\_\_\_  
Represented by (highest ranking executive):

\_\_\_\_\_  
Hereinafter referred to as the Member.

Each a Party and, together, the Parties to the membership agreement.

WHEREAS

(A) NZBEF is to provide support and make available additional services as indicated by 2.1 and 2.2, as required by the Member.

(B) The Member wishes to intellectually and financially participate in and contribute to the community of Performance Excellence established by NZBEF.

(C) In the context of the Membership, the Member shall be entitled to benefits provided by NZBEF as outlined in 2.1.

In consideration with these rights the Member shall be bound by certain obligations as outlined in 2.2.

(D) The Parties wish to lay down the terms and conditions of the Membership in an agreement.

## IT IS AGREED AS FOLLOWS

### 1. MEMBERSHIP

Following signature of this Agreement, the Member and NZBEF will enter into a membership agreement on the date specified above, the terms and conditions of which will be governed by NZBEF in accordance with this agreement.

### 2. RIGHTS & OBLIGATIONS UNDER THIS AGREEMENT

2.1 Upon entry into this agreement, the Member will enjoy the benefits of membership, which include;

(a) Support in the form of phone and email, to a reasonable level. Where this support extends into paid services as defined in 2.1(b), NZBEF will advise the Member of the cost of those services prior to engagement.

(b) Discount on services (paid). Services represent any level of activity that extends beyond what is deemed as "reasonable support" in 2.1(a). This includes training, on or off-site consultancy, assessment, awards, and facilitation.

(c) Access to an extensive Knowledge Base that offers resources, templates, articles, award-winning applications, and much more.

(d) Access to the NZBEF community via connection; networking opportunities; and training.

(e) A complimentary copy of the latest Criteria; a set of Business Excellence handbooks; and a discount on all NZBEF publications.

2.2 The obligations of the Member include:

(a) The payment of an annual membership fee as specified on your application form. The first annual membership fee will be due on the 20<sup>th</sup> of the month following the date of invoice issued, pursuant to signing this agreement.

Thereafter, the membership is automatically renewed every 12 months.

NB: NZBEF reserves the right to suspend all support and services to the Member in the case of late payment.

(b) Appointing an NZBEF representative that is responsible for acting as the **key contact** for all general correspondence, invoicing and annual survey. This includes maintaining regular contact with NZBEF; connecting NZBEF with other key people in the organisation and updating NZBEF on contact changes, structural changes etc. within the Member organisation; and participating in periodic scheduled telephone calls with NZBEF staff to update NZBEF on the Member's progress.

### 3. INTELLECTUAL PROPERTY

3.1 The Member acknowledges NZBEF's exclusive ownership of all intellectual property rights (the IP Rights) on the resources, articles, presentations, newsletters and other materials provided by NZBEF (NZBEF Materials). The IP Rights include, but are not limited to, copyright and neighbouring rights, trade and service marks, trade names, databases, domain names, trade secrets, registered and unregistered designs, know-how (including technical information, methods and formula's) and logos, whether such rights are registered or not. NZBEF Materials are not to be duplicated and re-distributed, whether internally or externally, without prior written permission by NZBEF.

### 4. DURATION AND TERMINATION

4.1 This agreement enters into force on the date specified above and is concluded for **an indefinite period**.

4.2 Each Party shall be entitled to terminate the agreement with one months' prior written notice to the other Party.

4.3 The decision to terminate a Membership Agreement within the current period by NZBEF shall belong to the Board of Directors and is reserved at their discretion.

This agreement is signed by both parties, each Party acknowledging having received a copy.

For NZBEF

For the Member

Chief Executive Officer

Name:

Function:

Date

Date