

AMC / NZMS Merger Proposal Roadmap

Purpose

To outline in one page the timeline and key milestones for preparation of the AMC / NZMS "Merger Proposal" and for its possible approval by membership of the two organisations.

1. Prepare *Merger Proposal Roadmap* – by Friday 30 May 2008 (one week)

This document is the roadmap.

2. Prepare *Merger Brief* – by Friday 20 June 2008 (three weeks)

The brief will document in four pages a shared understanding and agreed basis for the proposed merger between the Australian Map Circle Inc. (AMC) and New Zealand Map Society (NZMS). It will include background, merger proposal (scope, constraints, benefits, consequences, costs, timeframe and risks), terms of the merger (what NZ has requested and the AMC response), merger road map (timeline), communications plan and references. John Cain will draft the brief and circulate it to the working group for input and then approval.

3. Endorse *Merger Brief* – by Friday 27 June 2008 (one week)

The brief will be submitted for endorsement to AMC Exec and NZMS Committee. Given the membership of the working group, major changes are not anticipated prior to endorsement.

4. Prepare *Merger Proposal* – by Friday 11 July 2008 (two weeks)

The proposal will comprise no more than two pages and will be designed for approval by the memberships of the AMC and NZMS. It will include background, merger proposal (scope and justification including benefits, consequences, and timeframe), merger terms (as agreed by the working group), merger timeline and references. Resolutions designed for each association for formal approval by members may be included as separate appendices. John Cain will draft the proposal from the brief and circulate it to the working group for input and then approval.

5. Endorse *Merger Proposal* – by Friday 18 July (one week)

The proposal will be submitted for endorsement to AMC Exec and NZMS Committee. Given the membership of the working group, major changes are not anticipated prior to endorsement.

6. Open *Merger Proposal* for input – closes Friday 15 August (four weeks)

The proposal will be opened for feedback from members of the two associations. It will be added to the AMC and NZMS websites and each association will communicate it to their members in the most effective ways available. Feedback will be by email to John Cain; written feedback will also be accepted but will close one week earlier. Member input will be discussed and responded to by the working group throughout the input period.

7. Finalize *Merger Proposal* – by Friday 22 August (one week)

An updated draft of the merger proposal will be maintained throughout the input period, allowing finalization of the merger proposal and its endorsement by the AMC Exec and NZMS Committee within one week of input closing.

8. Formal Approval of the Proposal

From this point progress of the proposal will be in the hands of the AMC and NZMS. It is hoped to structure the proposal so that formal approval can run independently and in parallel rather than bouncing back and forwards between the two organisations.

8a. Formal Approval by NZMS members – date TBA

NZMS members may approve the proposal and changes necessary to implement it; a special general meeting is planned.

8b. Formal Approval by AMC members – date TBA

AMC members may approve the proposal and changes necessary to implement it; the 2008 AGM authorised approval by a postal ballot.

9. Finalize Merger – completed by AMC 2009 AGM – date TBA

The target date for completion of all changes required is the AMC 2009 AGM. Some follow-on implementation actions may be outstanding but these would be procedural matters.