

New Zealand Conservators of Cultural Materials, Pū Manaaki Kahurangi

Full Membership – Information Sheet for Applicants

An applicant for Full Membership should be working solely or mainly as a conservator and be able to demonstrate that they:

- Hold a recognised formal qualification in the conservation of cultural materials.
OR
- Have five years of supervised professional work experience in the field of the conservation of cultural materials.
AND
- Are willing to adhere to the [Code of Ethics](#) and Constitution of the NZCCM.

We will accept official University transcripts, copies of degrees or accreditations as supporting documentation. If using five years supervised work experience, please ensure that your referees are past /current line managers or colleagues that can support evidence of your suitability.

We ask that all applicants (resident or nonresident) also provide:

- Two referees from the NZCCM or another professional Conservation organisation or role. A copy of their Curriculum Vitae.
- Documentation of two conservation projects they have carried out. We will accept formal written word documents, PowerPoint or copies of publications as examples of supporting documentation.
- If you can show that you are accredited through another conservation scheme where you are required to show your work, you might wish to show this in your application.

Please supply all the required information in digital format and in English; the NZCCM does not have the resources to provide translations. Please note that the Membership Committee reserves the right to request additional information from your signatories and from you regarding projects as necessary.

The NZCCM Code of Ethics and contact details are at NZCCM.org.nz

Application Process Summary

There are two application submission rounds per year:

Round 1

Apply 15 February - Receive Result 29 March - Subscription Payment due 30 April - Announcement in June Newsletter

Round 2

Apply 15 August - Receive Result 30 September- Subscription Payment due 31 October- Announcement in December Newsletter

Applications must be received by close of business on either of the dates above. Late applications will not be processed until the following application round. Applicants will receive a written acknowledgement of receipt of their application.

The NZCCM Membership Committee will consider and make decisions on each application within six weeks of the application submission date. At least two thirds or more of the Membership Committee should vote in favour of the person proposed to secure that person's election as a Full Member of NZCCM.

Each applicant will receive a results notification letter informing them of the Membership Committee's decision. A successful applicant shall be deemed a Full Member of the NZCCM only upon payment of the annual subscription fee by the payment deadline. **Please Do not send payment with your initial application;** successful applicants will receive a request for the annual subscription with the application results notification letter.

Payment terms for successful candidates is 30 days from the acceptance notifications. Successful applicant names, photographs (optional) and profiles will be published in the June (Round 1) or December (Round 2) NZCCM Newsletter.

**Please send applications for Full Membership to:
NZCCM Membership Committee Chair
membership.nzccm@gmail.com**

Note: Anyone wishing to become an Affiliate of the NZCCM should apply using the Affiliate Application Form (see the *Membership Information Sheet and Application Form-Affiliate* at NZCCM.org.nz).

Note: If you have any questions regarding the application process please contact the membership committee on the email above.

Thank you for your interest in joining the NZCCM and we look forward to receiving your application!

**New Zealand Conservators of Cultural Materials Pū Manaaki Kahurangi
Full Membership - Application Form**

Title: Ms / Mrs / Miss / Mr / Dr / other (please specify): _____

Name: _____

Occupation: _____

Name of organisation/business: _____

Contact mailing address: _____

Contact phone: () _____ **Fax:** () _____

Email: _____

Area/s of specialization:

List of qualifications and/or experience (please attach evidence):

List of your documentation of two conservation projects (please attach evidence):

Details of two references:

Name: _____ Job /Specialism: _____
Organisation (Public or Private): _____
Contact Details: _____

Name: _____ Job /Specialism: _____
Organisation (Public or Private): _____
Contact Details: _____

Information Consent

× I have read the [NZCCM Data Protection and Privacy Policy](#) and consent for the storage and use of my information

Declaration and Signature

Applicant must sign below to validate application:

I, _____, confirm that the information given in this form is complete and accurate and I agree to abide by the Code of Ethics and the Constitution of the NZCCM.

Dated: _____