

Board members policy Objectives, expectations, role and key tasks	Version: 3.0
	Issue date: 2017
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PURPOSE OF THIS POLICY

To set out the objectives, expectations, role and key tasks of Board members, including the Board Chair, Vice Chair and Secretary/Treasurer.

RESPONSIBLE TO

Membership of Volunteering New Zealand (VNZ).

POSITION SUMMARY

Board members are expected to:

- Be committed to the vision, definition and mission of VNZ.
- Relate VNZ's role to the social, economic, cultural and environmental trends that will take it and volunteering into the future.
- Represent VNZ in a manner consistent with its vision, definition, mission and policies.
- Develop and maintain healthy relationships among member agencies and others with interests in volunteering.
- Encourage group decision-making and sense of shared purpose. Decision-making will be by consensus wherever possible.
- Have skills and experience relevant to policy development within the voluntary sector.
- Have a sense of humour and assist in making Board meetings enjoyable.

The Board will seek to meet four times per year with remote correspondence as required. Strategy planning, Board training, working group participation and the AGM are additional to this.

Meetings are usually for one day and are normally held in Wellington, but may also be held in other centres. Working group meetings are additional to this. The likely minimum time commitment is twelve hours per month between meetings.

PRIMARY OBJECTIVES

The Board is responsible for developing and planning the current and future direction of VNZ, including:

- strategic and policy development,
- capability development,

- performance management,
- commitment to relevant principles of te Tiriti,
- funding compliance; and
- ensuring services offered to VNZ's membership are compatible with the vision, purpose and mission of VNZ and are appropriate to the changing needs of the wider community.

Board members should understand and respect the division between governance and management. If for any reason a board member needs to engage with the CEO on an operational project, a specific MOU must be completed with appropriate measures to protect the boundaries of each role.

KEY TASKS

Governance

- Ensure VNZ's structure and capability are appropriate for implementing the chosen strategies.
- Raise ideas and concerns and suggest priorities consistent with the vision, definition and mission, and current constraints of VNZ.
- Effectively delegate authority to management, and monitor and evaluate the implementation of policies, strategies, and business plans, including financial implications.
- Be aware of and understand the policies of VNZ.
- Act as a good employer of the Chief Executive, staff and volunteers.

Accountability

- Attend board meeting and working group meetings.
- Be accountable to member agencies and be responsible to relevant stakeholders.
- Ensure all the organisation's goals and objectives are addressed.
- Ensure effective use of VNZ resources - financial and human.

Additional Board Chair responsibilities

Board Meetings

- Work with the Chief Executive to develop the agenda and facilitate the scheduled Board meetings and the Annual General Meeting.
- Chair the meetings of VNZ and encourage group decision-making and sense of shared purpose. Decision-making will be by consensus wherever possible.

Representation

- Represent VNZ, with the Chief Executive, at relevant events and meetings.

- Support the Chief Executive with any media and public relations in line with VNZ's media policy.

In relation to the Chief Executive

- Recruit and employ the Chief Executive in consultation with the Board.
- Lead the review of the Chief Executives performance every twelve months consulting with the Board on the outcome.
- Lead the Employment and Financial Assurance Sub-Committee in the annual review of the Chief Executive's remuneration.

CONFIDENTIALITY

Board members are expected to treat all matters relating to operations (governance, management, administration and all staff, both volunteer and paid) as confidential to the organisation unless otherwise agreed at Board meetings.

CONFLICT OF INTEREST

Board members will comply with the Conflict of Interest Policy.

All Board members must attest that they are not disqualified from being an officer of a charity under section 16(2) of the Charities Act.

CODE OF ETHICS

Members must demonstrate high ethical standards and integrity in their personal and professional dealings and be willing to act on - and remain collectively accountable for - all Governance decisions, even when these may be unpopular or individual members disagree with them. The Governance team must be committed to speaking with one voice on all policy and directional matters.

Board members will comply with the Code of Ethics policy.

VERSION CONTROL

Date	Change made
19 September 2017	Changed REM Committee to Employment and Financial Assurance Sub-Committee
August 2019	Minor adjustments made with adoption of Governance Handbook

August 2023	Minor adjustments made to align with onboarding and nomination processes.
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