

BOARD ROLE AND FUNCTION

JOB DESCRIPTION

Position: BOARD MEMBER

Position Overview: The Board of the New Zealand Hockey Federation (NZHF) comprises 6 elected (3 men, 3 women) and 2 appointed members. The Board is the legal constitutional authority for NZHF.

Main Objectives:

1. Responsible for the effective governance and to ensure the ongoing operations of Hockey in New Zealand
2. Give direction and exercise judgment in setting objectives and overseeing their Implementation.
3. Focus on longer term strategies so that the game of Hockey can prosper

Key Tasks

1. Confirm and regularly review our Strategic Plan, its goals and objectives and the measures for short and long term success
2. Appoint the CEO and agree that the CEO becomes the spokesperson for NZ Hockey.
3. Adopt annual budgets, monitor results and protect the Federation's financial position
4. Contribute to the development of, adopt and monitor compliance with policies for hockey
5. Establish and monitor delegations to the CEO and confirm delegations below CEO
6. Ensure internal reporting systems and controls with appropriate monitoring in place

Desired Outcomes

- Key performance indicators are achieved
- Have a competent CEO in place.
- Budgets achieved annually
- Sound administration
- Clear management directions
- Sound management and administration

7. Agree performance indicators and standards for management	Hockey is prospering
8. Agree process for key appointments	Transparent and fair administration
9. Ensure NZHF fulfills International obligations	NZHF is a valued FIH member
10. Demonstrate an understanding of NZHF, its business and marketplace	Hockey is clearly seen as a 'go ahead' sport
11. Demonstrate independence of thought and action in the role	Objective view point for Hockey in New Zealand
12. To participate effectively at Board meetings and other Board Functional roles	NZHF Policies are clearly understood
13. Take pride in being a role model for NZHF	NZHF Board members are well respected
14. Understand the role as a key stakeholder.	Professional governance
15. Monitor the Organisational Risk Management on a regular basis.	Minimalise all risks and have contingencies in place

Qualifications:

- Proven ability in administrative and decision making processes
 - Accurate anticipation of future consequences and trends
 - Creates and communicates a compelling purpose for the organisation
 - Knowledge of current and possible business policies, practices, trends and information
 - Can set goals, objectives and measures
 - Practices, processes and procedures which enable management to manage
 - Is widely trusted and seen as a direct and open person
 - Recognizes diversity and range of stakeholders
 - Makes decisions in a timely manner, sometimes under tight deadlines and pressure
 - Insightful and objective appreciation of Hockey

Term of Appointment:

Elected Board Members

- The Board of eight must include six elected members (three men, three women) voted at an Annual General Meeting.

- Elected board members may serve for an initial term of three years before they must stand down for re-election for another term.
- No board member (elected or appointed) may remain on the board for more than six consecutive years.

Appointed Board Members

- The Board of eight may include up to two appointed members of either gender. The appointed members will be determined by the elected board members.
- Appointed board members may only serve one three year term.
- Appointed board members may stand as an elected board member.
- No board member (elected or appointed) may remain on the board for more than six consecutive years.

Co-opted Board Members

- The Board may co-opt an additional non-voting member on to the board from time to time.
- A co-opted board member may only serve a one year term.

Board Evaluation:

The Board will undertake an assessment of its effectiveness on an annual basis based on the fulfillment of its overall responsibilities as defined in this Board Role and Function