

CHAIR ROLE AND FUNCTION

JOB DESCRIPTION

Position: CHAIR OF THE BOARD

Position Overview: The Chair of the Board of New Zealand Hockey shall be confirmed and authorised at the first board meeting following each Annual General Meeting. The role is responsible for leading the NZHF and its Board.

Main Objectives:

1. To ensure all matters of policy are properly determined by the Board
2. To ensure the governance role of the board and the management functions of the CEO and staff are properly separated.
3. To ensure that monitoring and accountability are provided for

Key Tasks

1. Establish agenda for meetings
2. Chair meetings
3. Main interface between Board and Management
4. Ensure participation and involvement of all Board members
5. Representing the Federation internationally along with the Chief Executive
6. Facilitate a Board assessment evaluation annually
7. Mentor and monitor the CEO.
8. Responsible for the appraisal, evaluation and (in consultation with the Remuneration Committee) remuneration of the CEO.
9. Ensure the CEO is the spokesperson for Hockey NZ.

Desired Outcomes

- All Hockey and Board member issues are addressed
- Effective and efficient meetings
- Clear lines of communication established
- Board members are well informed and effective
- NZHF valued as a FIH member
- Effective and efficient board members
- Efficient and effective CEO.
- Annual appraisal of the CEO (July).
Employment agreement updated annually (July).
- Delegated spokesperson for Hockey NZ.