



Netball Waitakere
Board Member
Position Description - January 2021

Position:	Responsible to provide effective governance, strategic guidance and ultimate legal responsibility for Netball Waitakere Incorporated (NW)
Title:	Board Member
Reports to:	Board Chairperson of Netball Waitakere
Direct Reports:	N/A – nil
Term:	Three (3) Years

Organisation Background

Situated at Te Pai Place, Henderson, NW is one of New Zealand's largest netball centres catering for over 800 teams. The Centre also operates as an entertainment and hire venue.

The Centre offers competitions for Fun Ferns, Future Ferns, Intermediate, Secondary Schools, Senior Club, Premier Club, Men's and Mixed competitions. A high performance programme that provides pathways for players, coaches, umpires and officials complements the opportunities available for the NW community. NW is part of the Netball Northern Zone comprising North, Waitakere, Auckland, Counties Manukau and the Northern Mystics.

Position Purpose

Being a part of the Board and reporting to the Chairperson, a Board Member is to provide effective governance and accept ultimate legal responsibility for NW. Board members are to operate in good faith and with integrity and honesty in the performance of these duties.

Duties

Together with the wider Board, each member will assist to:

- Employ, manage and formally evaluate the performance of Senior Management Staff Members;
- Set the strategic direction and priorities for NW;
- Set policy and management performance expectations;
- Identify and manage organisational risks; and
- Monitor and evaluate organisational achievements.

Each Board member is to apply the level of skill and judgement that may reasonably be expected of a person with his or her knowledge and experience. Board members with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Board. Elected Board Members, are expected to maintain strong links to the netball community – reflecting their knowledge of this community within board discussions.

Responsibilities

1. Regularly attend board meetings and other important related meetings;
2. Agree on an annual meeting schedule and commit to attending;
3. Prepare appropriately for all meetings;
4. Seek information and be fully informed on the affairs of the organisation at a governance level;
5. Participate in the Board deliberations and decision making in all areas of governance;
6. Participate in the development, approval and monitoring of the strategic planning for the organisation;
7. Review, approve and monitor the annual budget for the organisation;
8. Approve the major policies appropriate for the organisation;
9. Review the management results compared to the business planning;
10. Approve major activities and capital expenditure of the organisation;
11. Attend the Annual General Meeting of NW;
12. Assist with the fundraising activities of the organisation;
13. Participate in the selection, appointment and performance monitoring of the Senior Management Staff;
14. Promote NW and its objectives externally;
15. Act in a professional manner whilst representing the organisation;
16. Maintain and develop governance skills through appropriate training and experiences;
17. Assist in developing and maintaining good relationships between the Board members and externally;
18. Participate in Board sub-committee as appropriate; and
19. Any other duties as delegated by the Chairperson of the Board.

Time Commitment

An estimated commitment of up to 6 hours per month, plus attendance to stakeholder meetings/gatherings, NW member events (ie Prizegivings, Open Days etc) and other events as required.

Conflict of Interest

A Board member should be free of any conflicts of interest where possible.

Executive Limits

1. As delegated by the Chairperson of the Board;
2. To operate within the Constitution, Financial Guidelines, Framework and other stated policies of Netball Waitakere Incorporated.

Performance Evaluation

The performance of the Board is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.

A Board Member should ideally have the following abilities:

General:

1. To see the big picture and the implications and impact on issues in the broader sense;
2. To make sensible, astute recommendations and business decisions;
3. To interpret both factual and conceptual information and make sound judgements based on that information;
4. Have knowledge of relevant legislation (ie Companies Act, Privacy Act, Health and Safety at Work Act etc)
5. To contribute to the creation and not merely the preservation of shareholder/stakeholder value; and to be able to distinguish between the separate but complementary roles of governance and management.

Strategic:

1. To understand the position of the organisation in its markets and its relationships to key stakeholders;
2. To ensure that strategies and business plans are adopted that will deliver the organisation's vision and mission; and
3. To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

The Game:

Knowledge of and/or experience in the sport of netball.

Analytical:

1. To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
2. To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
3. To remain objective and measured under pressure.

Social:

1. To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
2. To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
3. The strength of character to maintain an independent point of view when others disagree.