

JOB PROFILE – BOARD MEMBER

(Updated April 2024)

JOB TITLE - Board Member

POSITION SUMMARY / RESPONSIBILITIES

The Board Member is responsible to the membership for ensuring the Board works together to complete tasks and implement strategies to achieve the goals and mission of the organisation

PERSON SPECIFICATIONS

The Board Member shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Ability to display a high standard of professional conduct
- Ability to act in a Governance role
- Ability to relate positively with a wide range of people and value and respect diverse cultures
- Knowledge of financial accounting practices, including the ability to read and understand budget/profit/loss reporting
- Knowledge of Marching New Zealand's structures and administration and the Constitution, Policies and Rules of Participation of MNZ
- Knowledge, expertise and ability to provide influence relevant to Marching New Zealand's affairs

REPORTING LINES – WORKING RELATIONSHIPS

The Board Member shall maintain direct liaison with:

- MNZ Board
- MNZ President
- MNZ Executive Officer
- MNZ Director of Finance

KEY TASKS

The Board Member shall undertake the following key tasks:

- Attend meetings of the MNZ Board, Annual Meeting and Special Meetings.
- If appointed by the Board, act as the Chairperson of a Standing Working Party or act as a member of an ad hoc Working Party in accordance with the Terms of Reference established by the Board for that Working Party/s.
- Contribute to a governance role for the Board, in accordance with the Board Organisational Policies.

PERFORMANCE EXPECTATIONS / KPI's

The Board Member shall meet the following performance expectations:

- All meetings attended
- Contribute productively and in a positive manner at all meetings.
- Attend at least one appropriate professional development programme annually
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct
- Undertake other duties as required by the Board.