

## NCWNZ Board Member Role Description

**Title:** Board Member  
**Date:** 4 September 2020

### Purpose of role

To govern the National Council of Women of New Zealand (NCWNZ) and to advance the long term interests to ensure that the organisation is makes a difference through its work to increase gender equality and ongoing organisational sustainability.

### Primary duties

With the rest of the board, the board member will:

- Set the strategic direction and priorities for the organisation
- Set policy and management performance objectives
- Characterise and manage risks
- Monitor and evaluate organisational achievements.
- Apply the level of skill and judgment that may reasonably be expected of a person with their 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.

### Scope of position

These are pro bono roles with NCWNZ meeting actual and reasonable travel expenses. The member is a fully accountable member of the board.

### Appointment & tenure

The Nominating Committee will review and assess nominations for election. Nominations that will go through to election by the members are required to meet the skills and competencies as noted below. All Board members at the time of election must be members of NCWNZ.

These roles are the outcome of a skills based governance model, and board member terms from 2018 are three (3) years.

### Time commitment

An estimated commitment of 6-8 hours a week, plus attendance at each board meeting (7+ per annum either face to face or online).

Be prepared to serve on committees and working groups, and offer to take on special assignments as required.

### Conflict of interest

Board members should be free of significant conflicts of interest, and declare any matters that may impact on performance as a board member.

### Core skills, competencies and attributes

A Skills and Diversity Matrix Policy (Appendix 3) outlines the core competencies and attributes required of board members.

While the Nominating Committee will consider all applicants for the roles, it has identified additional technical competencies the incoming three elected board members will ideally possess. These are:

### *Desirable Technical Competencies*

#### Governance

- Highly experienced in governance roles with a current portfolio of private sector and/or large not for profit/membership organisations, large scale cultural and societal change - possibly central or local government
- Able to open doors, is well networked with government and business
- Prepared 'to get hands dirty' and assist to kick-start and monitor some specific work programme streams.

#### Business enterprise/growth

- Advanced knowledge and understanding of stages of organisational and business growth and enterprise development, implementation and review processes
- Experience in setting the growth strategy agenda; or developed, implemented and reviewed (for a period of 5 or more years) the enterprise growth in one single organisation
- Has received formal and informal guidance and training with regards to business enterprise
- Able and confident to help lead discussion of organisational growth at board level

#### Digital strategy

- Provide forward thinking digital expertise
- Contribute and ensure we offer ease of access and develop new experiences, services and ways of interacting
- Drive the digital strategy and use to technology to garner support from branches and drive new member strategy
- Provide deep knowledge of current and evolving digital environments, user experience and leveraging digital technology to connect and unify large and diverse supporter groups.

#### PR and Media

- Experience in PR and media for SME, membership and/or community/movement based organisations
- Contribute to PR and communications strategy, confident and quick to support governance with issue management to avoid reputational risk
- Provide understanding of the New Zealand media industry and changing environment, well networked and knowledgeable in gender equality issues
- Contribute fresh ideas and lateral thinking, has a creative streak to support board discussion.

#### Fundraising, sponsorships and revenue diversification

- Knowledge of revenue generation models, philanthropy strategy, financial savvy and commercial nous.

#### Investment and asset management

- Commercial thinking, relevant and transferable to a not for profit environment
- Commercial property/building maintenance and experience
- New foundation or trust development experience
- Provide advice on asset management.

### **Representation**

The Board wishes to reflect the diverse nature of our population and the Nominating Committee will take this into account when accepting nominations for election.

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