

## **ASSOCIATE BOARD MEMBER – DEVELOPING OUR FUTURE LEADERS**

Rural Women New Zealand (RWNZ) has been supporting and connecting rural communities for over 99 years, and is a Charitable Incorporated Society governed by a six-member Board elected by a nationwide membership of around 1,600. Support and administration are provided to members from a National Office based in Wellington.

The Board's principal role is to drive the vision, governance framework, strategic direction, purpose, outcomes, and key results of the organisation. Additionally, the board is to effectively represent, and promote the interests of its members with the mission of supporting and representing rural communities, women, and children.

Having regard to the Mission the Board will direct and supervise the management of the organisation to ensure the Vision, Mission, Purpose and Strategic Plan are clearly established, and plans are in place for achieving them.

An annual meeting plan and operational plan is approved at the December Board meeting each year.

The Vision reflects the foundation values of RWNZ:

- We empower and support women to be the glue for whanau and communities.
- We are recognised as a leader across the rural sector and beyond.

The Mission has also remained consistent during the 99 years since inception:

- Strengthening, supporting, and connecting people and communities

### **Purpose and Objectives**

The Associate Board Member role has been established to provide a governance and leadership development opportunity for the future leaders of Rural Women New Zealand and rural communities.

The role specifically intends to extend the knowledge and understanding of governance, its environment, the legal framework, and Board members responsibilities both to members and under the Incorporated Societies Act 2022.

The aim of the Associate Board member role is to support succession planning, achieve a broader balance of Board level skills, and enhance diversity of thought. The Associate Board Member role is a 'step up' role aimed to attract candidates who do not have Board-level experience but could succeed in leadership and/or governance roles.

This is not a member elected Board position and has no associated voting rights. It is, however expected that the Associate will play a full role in Board and Committee meetings, helping to shape strategic planning and decision-making.

### **Term of Appointment**

The Associate Board member is appointed by the Board and serves for a one-year term.

### **Associate Board member responsibilities**

The main duties and responsibilities of the Associate Member are to:

- Contribute to the overall strategic direction of Rural Women New Zealand.
- Contribute to the effective functioning of the Board.
- Assist the Board in ensuring the efficient delivery of the Strategic and operating plans within budget, and to meet effective governance standards.
- Assist the Board to provide oversight so that RWNZ fulfils its core objectives and complies with all statutory and administrative requirements under the Incorporated Societies Act 2022.
- Assist the Board to maintain the highest standards of governance and member accountability.

### **Personal Specification**

Candidates will be expected to demonstrate high standards of personal conduct including impartiality and objectivity in the execution of their role and responsibilities.

You will also be expected to be a role model of the RWNZ values:

- Charitable: We continue our traditional role of supporting rural communities.
- Innovative: To meet the needs of today and for future generations
- Respectful and Respected: We behave respectfully and in ways that earn respect and enhance mana.
- Inclusive: We are curious, open minded and embrace learning.

### **Knowledge and Experience**

#### **Essential Criteria:**

- An interest in rural communities, women and children.
- A willingness to learn and develop the skills required of a Board member.
- Able to assess complex information and situations before reaching a conclusion.
- Evidence of a sound team-working approach, the ability to support others, and work effectively with people of all levels.
- Capacity and skills to give and take advice.
- Able to show sound judgement in formulating and proposing difficult compromises and can work to reconcile different positions.
- Some experience of dealing with diverse stakeholders but not essential
- Senior level and/or business experience
- Have completed some form of professional governance or leadership development and has a proven commitment to ongoing learning.

#### **Skills and Personal Attributes**

- Integrity and high ethical standards
- Independence of mind and sound judgement with analytical capacity and the ability to provide impartial, objective and pragmatic input
- The willingness and availability to devote the necessary time to understand the work of RWNZ, the Board and membership.
- Personal credibility and ability to work as an individual and as part of a team with a constructive style and the ability to actively listen, communicate and influence effectively.
- An ability to develop a productive working relationship with the Board, staff and members.

#### **Remuneration**

The position is not a remunerated position although the Associate Board Member will be provided out of pocket expenses (e.g., reimbursement for mileage, flights, and accommodation) where pre-approved by the Board Chair.

### **Time Commitment**

As a minimum commitment, the Associate is expected to attend all meetings the same as elected Board members.

This includes:

- Board Meetings held in person bi-monthly over two days at the National Office in Wellington. Board Zoom meetings scheduled between F2F, and as required.
- Board strategy sessions which are incorporated into the standard Board meeting timetable.
- The Compliance, Audit, and Finance Committee and Investment Committee meetings held quarterly via Zoom.
- Sub Committee Zoom meeting attendance may be required i.e.: Education Bursaries, Public Policy Advisory Groups
- Annual Regional Leaders Hui
- RWNZ Annual General Meeting held each November.
- RWNZ Conference held Bi-annually.
- Some travel may be necessary to other parts of NZ for Board duties as and when required.

### **Conduct and Authority**

- The Associate Board Member is not legally a Board member of RWNZ and therefore is unable to participate in voting in relation to Board resolutions. However, the Associate is expected to fully contribute to all Board discussions and actions as if they were an elected Board Member.
- Although the Associate is not an elected Board Member it is expected the Associate Board Member's conduct is governed by the RWNZ Code of Conduct
- The Associate is expected to comply with any reasonable directions from Rural Women New Zealand concerning their role as an Associate Board Member.

### **Position Requirements**

- Applicants are required to be a financial member of Rural Women New Zealand.
- RWNZ policy requires Board Members to declare all conflicts of interest or potential conflicts of interest.
- Upon appointment the Associate Board member will be asked to sign a confidentiality agreement.
- The Associate Board member cannot be nominated for a full Board role during their associate tenure.

### **Appendix 1**

RWNZ Strategic Plan 2022 - 2027

### **Appendix 2**

Rules

Bylaws

Policy Documents available upon request