

GENERAL COUNCILLOR POSITION DESCRIPTION

COUNCIL REPRESENTATIVE

SURVEY AND SPATIAL NEW ZEALAND



Position Description

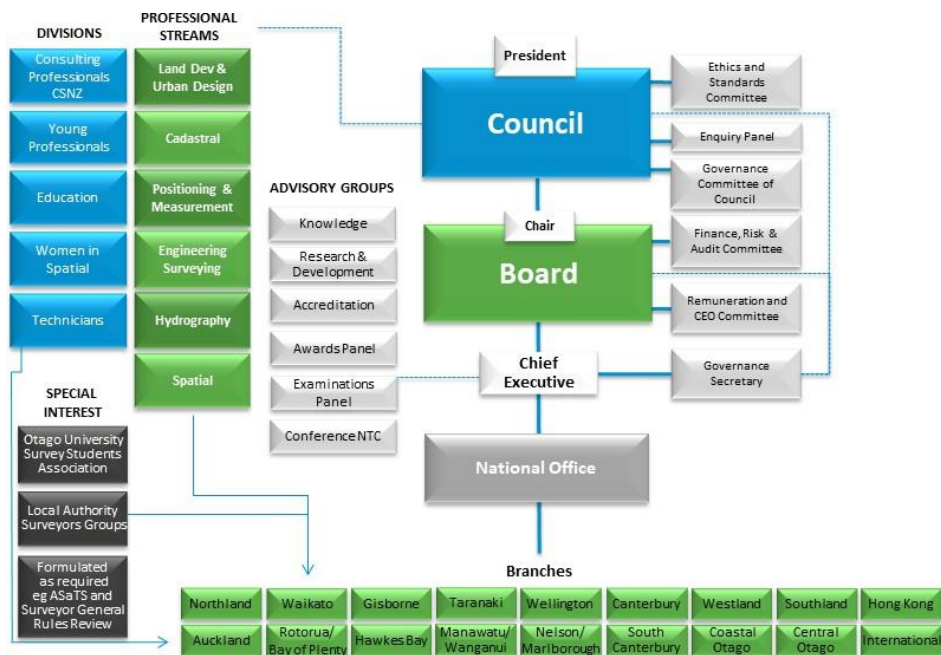
INTRODUCTION TO SURVEY AND SPATIAL NEW ZEALAND

Survey and Spatial New Zealand (S+SNZ) is a membership organisation promoting and supporting all aspects of the spatial and surveying sector. This includes land, location-based spatial information, construction, resource management and housing, cadastral, engineering, hydrographic, geodetic surveying, land development and urban design.

S+SNZ members are involved in all aspects of land subdivision and development and the capture and application of spatial information. There are 16 branches throughout New Zealand as well as internationally. The organisation is governed by an elected President and Council and an appointed Board (containing two independents) with operations managed by the National Office, based in Wellington.

S+SNZ promotes ethical, professional conduct amongst members, aims to raise public awareness of the knowledge, skills and importance of the profession, whilst representing the interests of members in public issues as they arise.

ORGANISATION CONTEXT



PRIMARY PURPOSE:

The primary role of an S+SNZ Councillor is to provide leadership and direction to the membership and the whole organisation. Councillors set the strategic direction for the whole organisation and are expected to make decisions on behalf of the membership. They also achieve this through overseeing the S+SNZ Board who deal with day to day operational items. A S+SNZ Councillor is the voice and face of the membership and a source of authority within our organisation.

RELATIONSHIPS:

Reports to: S+SNZ President

Internal Relationships:

S+SNZ Branches and Members

S+SNZ Board Secretary for the Ethics Committee

CEO

S+SNZ Staff

External Relationships:

S+SNZ Stakeholders

Industry Contacts, Networks and Experts

Other Professional and Not-for-Profit organisations

AIMS AND GOALS

Our vision is set out in the 2015-2020 Strategic Plan:

S+SNZ vision

S+SNZ is an internationally recognised professional organisation that promotes growth, innovation, excellence in all facets of surveying and spatial in New Zealand.

S+SNZ mission

To lead and foster a vibrant sector that allows the surveying and spatial profession to grow, and positively influence our communities.

The Council is responsible to the President and the membership for the organisational health and prosperity of S+SNZ. The Council sets the long-term direction of S+SNZ and monitors the Board's performance on behalf of stakeholders. It is the responsibility of Council to appoint the Board to govern the operations of the organisation.

Council is also the ultimate source of authority for decisions on complaints made to S+SNZ and for the governance and operation of the organisation generally. Council is responsible for the good and proper governance of the entire organisation.

The Council fulfils its responsibilities by establishing and ensuring:

- Provide representation of and engagement with members' interests
- ☐ Set the long-term strategic direction for S+SNZ
- ☐ Develop and maintain a clear set of governance principles that will guide the Board and management in the development and implementation of strategy
- ☐ Provide stewardship for the organisation
- ☐ Acting as an ultimate source of authority for S+SNZ
- ☐ Upholding the professional integrity of the membership through deciding on complaints
- ☐ Electing the President and Vice President from among the Councillors
- ☐ At its discretion, delegate authority to the Board
- ☐ Evaluate the Board and set remuneration (if any) for Board members
- ☐ Develop and maintain a governance manual defining the roles of the Council, the Board and the CEO, which includes the process for approval of governance policies by the Council and for approval of operational policy by the Board
- ☐ Appoint Stream leaders, Board members and auditors
- ☐ Have final veto and approval of the five-year plan, including the fiscal policy developed by the Board
- ☐ Controlling membership and the S+SNZ Membership Policy
- ☐ Decide and approve S+SNZ values, vision, mission and governance principles
- ☐ Set the policy for any aspect of S+SNZ including:
 - For ensuring compliance with ethics and standards within S+SNZ
 - For distinctions and awards
 - For recruitment and admission of new members
- ☐ Input into topical policy issues
- ☐ Oversight of fiscal issues and responsibility principles

MAKEUP OF THE COUNCIL

S+SNZ Council comprises up to 15 members. This is selected from a combination of professional stream representation, division representation and the membership at large to provide diversity of thought through geographic, sector, demographic (gender, age, ethnicity) and skills representation. The President will act as Chair in Council meetings.

COUNCIL SKILL SETS

As an overall target the Council membership should contain both:

- i. Individuals reflecting a broad representation of our membership make-up
- ii. Individuals reflecting the make-up we would like to have in future

This might mean that Council will seek to specifically fill representative positions with someone of a particular gender or ethnic background.

Councillors are not required to have any particular professional skill-sets but are instead valued for what they already bring to the table. Usually we find that those selected to be a Council Representative by their peers will possess an incredibly diverse range of skill-sets and ability or experience levels in differing facets of surveying and spatial sciences.

DESIRED PERSONAL CHARACTERISTICS

Council representatives are not strictly required to have any particular skill-sets. However, preferred personal characteristics for this role might include:

- ☐ An enthusiastic approach to the role
- ☐ Desire to further the profession and the organisation
 - Leadership – people look up to you and come to you for your opinion or advice
- ☐ Ability to listen, analyse, think strategically and creatively, and work well with people
- ☐ Passion for the sector and its collective advancement
 - Ability to see the ‘big picture’ and think both long-term and short-term
- ☐ Ability to consider multiple viewpoints about controversial issues and to communicate yours or other people’s perspective effectively with others
- ☐ Willingness and ability to prepare for and attend meetings, and engage effectively and responsibly in discussions
- ☐ Possess the ability and willingness to develop certain skills if one does not possess them, such as understanding financial statements, learning more about the organisation and issues identified by members

TIME COMMITMENT

The Council meets in person at least twice a year, usually in Wellington. Other items we will expect you to invest time in include (but are not limited to):

- 📄 Preparation for meetings including travel time
- 📄 Time off work where required for attendance at meetings (usually employers will cover your time away)
- 📄 Preparing and investigating ideas and topics for consideration
- 📄 Engaging with membership
- 📄 Email correspondence and communications with other Council Representatives, Board members and S+SNZ staff

It is anticipated that the commitment for a general council member will be 8 hours per month.

COUNCIL FEES

Being a Council representative is a voluntary role and Councillors will not be remunerated for their services.

EXPENSES

Council representatives are entitled to be paid travel, accommodation and out-of-pocket expenses, as determined by the Board, incurred in connection with their attendance at meetings, meetings of members or otherwise in connection with the performance of their duties. See the Travel Claims and Expenses Policy for further detail.

OTHER SUPPORT

Other support is available to Council representatives from the organisation as evaluated on a case by case basis as the need arises. It is the job of National Office to support you in this role. If additional support is needed for any informational issues (e.g. learning support, understanding the governance structure, information about the membership etc.), National Office should be able to promptly provide this.

TERM OF COUNCILLORS

Council representatives serve for a term of two years. A letter of appointment from the President outlining appointment and term dates will be supplied on appointment along with access to all key S+SNZ documents.

PERFORMANCE EXPECTATIONS OF COUNCILLORS

In addition to the performance expectations outlined above, it is also expected that councillors will be available to the Chief Executive and will attend S+SNZ events as appropriate.

Council members are expected to meet their fiduciary duties, which involve devoting their skills and attention to acting in the best interests of S+SNZ. In doing so they must always act in good faith, apply their skills in a diligent manner and make proper enquiry into the matters addressed by the Council. In making decisions they must consider the long-term future of S+SNZ and act as a competent steward of the assets and resources of S+SNZ. Director's Liability Insurance is maintained by S+SNZ.
