BOARD MEMBER POSITION DESCRIPTION

BOARD MEMBER

SURVEY AND SPATIAL NEW ZEALAND

Position Description

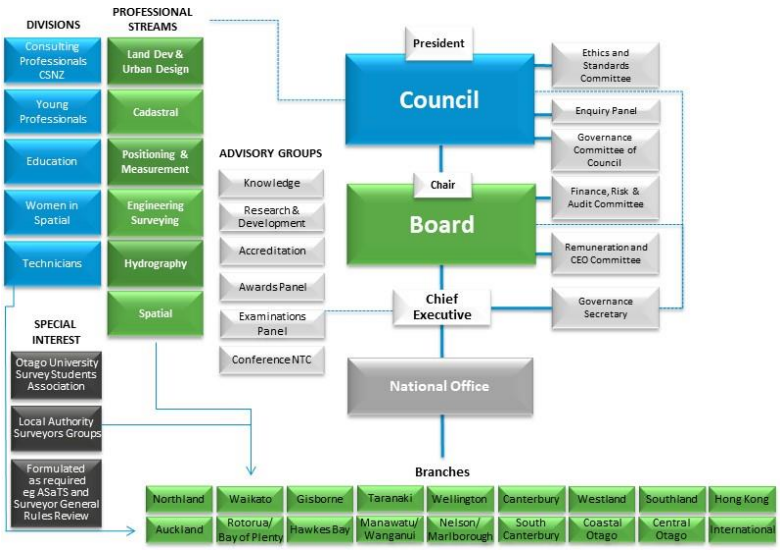
INTRODUCTION TO SURVEY AND SPATIAL NEW ZEALAND

Survey and Spatial New Zealand (S+SNZ) is a membership organisation promoting and supporting all aspects of the spatial and surveying sector in New Zealand. 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 the independent director is to improve the performance of the Board and S+SNZ by providing quality independent stewardship in a skill set that may not directly be available within the S+SNZ membership.

RELATIONSHIPS:

Reports to:	S+SNZ Board Chair
Internal Relationships:	CEO
	S+SNZ Council
	S+SNZ Branches and Members
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 Board is responsible to Council and the membership for the organisational health and prosperity of S+SNZ. The Board sets the medium-term direction of S+SNZ and monitors management's performance on behalf of stakeholders. The Board fulfils its responsibilities by establishing and ensuring:

- the strategic direction;
- the relevance of policies and the appropriateness of the ways in which products, programs and services are provided;
- that S+SNZ has the capacity to implement policy and to manage its affairs;
- organisational risks of all types are understood and that policies are in place to manage these risks;
- that S+SNZ's goals and consequent accomplishments, and the choices that were made in pursuit of those goals, are adequately communicated and explained to Council and members.

MAKE-UP OF THE BOARD

S+SNZ Board has a membership of six directors appointed by the Council consisting of two independents and four member directors. The S+SNZ President and CEO attend all board meetings but are not members of the Board and have no voting rights. A chairman is elected annually by the board members.

BOARD SKILL SETS

As an overall target the board membership should contain or have reasonable access to the following skill sets. It is stressed that this skill set is the ideal picture of the whole board, not any one individual:

- Intimate knowledge and operational understanding of S+SNZ and its core surveying and spatial activities;
- Strong local and national community connection, credibility and networks;
- Leadership experience;
- Business acumen;
- Strategic Planning experience and understanding (commercial and not for profit);
- Experience in marketing;
- Knowledge of legal issues relating to business or the not for profit sector;
- Knowledge and experience in risk management, finance, economics or accounting;
- Good understanding of the principles of governance and management;
- Experience in communications, human resources or public relations;
- Strong profile in government and corporate circles.
- Experience with not-for-profit style commercial partnerships and relationship building.

It should be noted that this breakdown is the ideal position and where a skill set cannot be derived through the appointment process then the board may co-opt specific expertise to assist with various projects or research as and when required.

BOARD MEMBERS' FEES

Board members are not currently remunerated for their services.

EXPENSES

Board members are entitled to be paid travel, accommodation and out-of-pocket expenses, as determined by the Board, incurred in connection with their attendance at Board meetings, meetings of members or otherwise in connection with the performance of their duties.

TERM OF BOARD MEMBERS

Board members serve for a term of three years. A letter of appointment from the President outlining appointment and term dates will be supplied on appointment along with a hard copy of all key S+SNZ documents.

PERFORMANCE EXPECTATIONS OF BOARD MEMBERS

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

Board 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 Board. 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.

BOARD AND BOARD MEMBER EVALUATIONS

The Board and Council undertakes an annual evaluation of the Board and Board member performance. The review is based on S+SNZ rules and policy.

Updated 27 September 2018.