

POSITION DESCRIPTION

BOARD MEMBER - PETANQUE NEW ZEALAND

POSITION

This description applies to the positions of

- President
- Vice President
- Director.

ACCOUNTABILITY

Board members are accountable to the membership of Petanque New Zealand through the election process.

GOVERNANCE PHILOSOPHY

The Board will govern the Association following SPARC's "Nine Steps to Effective Governance" guidelines, with an emphasis on:

- Strategic issues rather than administrative detail
- Outward vision rather than inward concern
- Encouragement of a diversity of opinions and views
- Collective rather than individual decision making
- A future rather than a present focus
- Pro-activity rather than reactivity
- Open and proactive communication internally and externally
- Modelling desired behaviours.

Further, the Board will:

- See that the organisation is well managed, by providing direction and control of day to day operations
- Develop and express a collective responsibility for all aspects of the Board's decision making and performance
- Takes actions that display a commitment to achieving a high level of governance excellence
- Not allow any officer, individual or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

PRIMARY ROLE

The primary role of the Board is the governance and management of Petanque New Zealand and of the sport of petanque in New Zealand. The Board is entrusted with the responsibility of ensuring that the objects of Petanque New Zealand are met. These objects are:

- **Promote and foster the development, playing and knowledge of the amateur game of petanque in New Zealand**
 - The encouragement, improvement and promotion of petanque
 - The promotion and fostering of clubs
 - The development and maintenance of liaisons with other associated stakeholders
 - The development, organisation, delivery of programmes of education and training in relation to the game of petanque
- **Organise, control, approve, and assist in the organisation of petanque competitions in New Zealand**

- **Represent Petanque NZ and its members at the FIPJP and other international meetings**
- **Deal with complaints or appeals**

DUTIES

The duty of each Board Member is to pursue the objects of Petanque NZ and to exercise the powers of Petanque NZ for fulfilment of the objects and in so doing a Board Member must:

- a) Regularly attend Board meetings and General Meetings of Petanque NZ;
- b) Provide good governance for Petanque NZ;
- c) Regularly monitor and review the performance of Petanque NZ;
- d) Act in the best interests of Petanque NZ at all times;
- e) Formulate such by-laws, regulations, policies and procedures as are appropriate for Petanque NZ;
- f) Where appropriate, engage in activities to promote, market, represent and fundraise for Petanque NZ

RESPONSIBILITIES

Board members have specific responsibilities in the following areas:

- Implementation of Board decisions and policy.
- Review and adoption of policies for Petanque New Zealand.
- Appoint any sub-committees as required.

Other responsibilities have been defined as follows:

- Protect and enhance Petanque New Zealand's financial position.
- Approve the selection of all New Zealand Representatives, and New Zealand team management positions.
- Ensure that communication between all stakeholders is of the highest standard.

DESIRED SKILLS, EXPERIENCE AND ATTRIBUTES:

- Honesty and integrity
- Strategic thinking capabilities and vision
- Sound understanding of governance practices
- Commitment to pursuit of the greater good for the Association
- Empathy with and an awareness of the sport of petanque
- Self motivation and time to commit to the role
- Ability to work as part of a team within the Board

- Well rounded interpersonal and communication skills - an ability to make a positive contribution to the Board and stakeholders.

COMMITMENTS

- This is a voluntary position and there is no remuneration of any kind offered. Travel costs to meetings will be met by the Association as will any other reasonable related expense. It is expected that Members use the most cost-effective method of travel.
- Board meetings are usually two-day meetings, held at intervals of around 12 weeks, on a weekend. Including travel time, two full days need to be allowed. Board Members are also required to attend the AGM, which is usually held in April.
- Meetings are normally held in either Wellington or Auckland.
- Between meetings, any Board business is usually conducted by either email or phone, and Members are required to keep in reasonable contact.
- Board members must become familiar with the Association's policies, plans, and priorities and be able and prepared to demonstrate this familiarity through debate and participation in all areas of the Board's responsibilities.
- Board responsibilities are divided into Portfolios (see below), with each Member being elected to one Portfolio. Members are required to develop a sound understanding of their Portfolio area and are expected to be pro-active in managing their Portfolio.
- All Board Members have a Public Relations role within the sport as well as to the wider group of interested stakeholders. It is expected that they will use all opportunities to positively promote Petanque New Zealand. Liaison with the Area Representative of, and the Regional Association (if any) in, the area in which the Member resides is encouraged, as is networking with individuals and groups.

TERM OF OFFICE

Board Members are elected for a two-year period in office. At the end of each Board year, two Members are rostered to stand down. At the 2010 AGM, those standing down will be two of the 3 Directors other than the President and Vice-President; the two to stand down will be drawn by lot. Those standing down are eligible for re-election for a further two-year term for as many terms as they wish to stand.

PORTFOLIOS

President

- National harmony
- Leadership capacity building – making sure people have the opportunity to acquire or develop skills to fulfill their roles
- SPARC liaison
- International relationships – including Asian Federation, Oceania, Australia, FIPJP

Vice President

- Policy implementation – ensuring that Board policies are implemented and adhered to
- Finance – oversee Treasurer and long term financial planning
- Funding/sponsorship
- Publicity
- Marketing

Director – Membership Services

- Club liaison
- Club development
- National Club database – maintenance
- Communications – website, magazine, email, post

Director – Sport Development

- Delivery of the sport
- Umpires/Officials
- Growth of sport – getting people interested
- Tournaments

Director – Player Development

- Representation policy and process
- Coaching and training
- Youth development