



## Position Description | Board Member

### About RiskNZ

RiskNZ is an incorporated society of around 800 members that was formed in 2000 as an association for Risk Professionals. Its purpose is to improve the knowledge and practice of risk management in New Zealand. This is achieved through an energetic engagement programme of events and networking activities that promote the development and application of advanced risk management theory and practice. Members can also be active in contributing to new standards and the promotion of new risk management thinking through Special Interest Groups (SIGs) and other forums.

### Board Member Role Overview

RiskNZ is committed to growing a diverse board with a strong and balanced mix of gender, culture, age and background. This commitment underpins the approach toward attracting an equally diverse and engaged professional membership base.

The Board is supported by a Managing Director (MD) and Administration Officer (AO) who centrally manage, coordinate and deliver core organisational and corporate functions. As an active member of the board, each board member assists the chair (in partnership with the MD) to provide leadership to RiskNZ. Board members provide input that supports and sustains the work of the organisation through governance leadership, strategic guidance and management input on deliverables outlined in the annual business plan. Board members serve a term of 2 years and cannot serve more than 3 consecutive terms.

This is a voluntary role. The role requires an average of 3 – 4 hours a week, including a one-hour board conference call each month and two full-day face-to-face meetings annually. New Board members must be able to commit to these times.

Board members are highly visible to the members and take an active engagement role through work streams and at events and functions. Board members also use their networks to promote the Society and stimulate engagement outside the organisation.

## Role and Functions of the RiskNZ Board

The role and function of the RiskNZ Board is to add value to its members through:

- Ensuring that strategic goals and annual business plan objectives are set and achieved.
- Establishing a policy framework within which the organisation must operate.
- Reviewing the performance of RiskNZ in meeting strategic plans and budgets.
- Appointing and evaluating the performance of the MD and AO.
- Ensuring that RiskNZ maintains a robust process for identifying, prioritising, managing, monitoring and reporting critical risks to RiskNZ.
- Ensuring that RiskNZ adheres to high standards of ethics and corporate behaviour.
- Developing effective networks and work to promote the reputation of RiskNZ.

## Accountabilities of Board members

Board members have a dual role including:

- Governance: setting the strategic direction, deciding resource allocations, supporting the MD and AO, and monitoring the delivery of the business plan.
- Management: ensuring delivery of the business plan.

Board members have a number of roles that assist the Chair and align with the functions of the Board. These are set out in section 5 (Governance and Management) of the Constitution.

The work of board members includes the following:

### **Governance**

- Contribute to the setting, approval and monitoring of strategy and annual business plan.
- Recognise member interests.
- Monitor and control performance through accurate and timely internal and external reporting.
- Approve annual targets and financial statements and monitor financial performance against forecast.
- Monitor the effectiveness of risk management strategies for RiskNZ.
- Monitor compliance with relevant legal, tax, regulatory and statutory obligations.
- Approve external auditors and fees (or other expenditure) to be paid to external auditors.
- Evaluate the performance of the Management team.
- Participate and support the annual AGM process.
- Identify and manage any conflicts of interest.
- Ensure attendance at monthly board meetings and face to face meetings (usually 2 per year).

## Management

- Lead key business plan portfolios and work with the management team and other board members to plan, deliver and review key activities for the benefit of members.
- Ensure timely reporting on portfolios to appropriate Board meetings

## Skills and experience

Qualification / experience	Description
Relevant tertiary qualification	Tertiary qualification or appropriate practical experience within a relevant field.
Governance experience	Awareness of good governance principles and practice
Risk management experience	Experience in the practical application of risk based decision making is essential.
Personal attributes	<ul style="list-style-type: none"><li>• Integrity, fairness and credibility</li><li>• Acts in the best interests of RiskNZ</li><li>• Self-awareness, independent thinking</li><li>• Excellent management of relationships ensuring effective business plan delivery</li></ul>

All Board members must be willing to consistently contribute 2-4 hours per week.