



**POSITION DESCRIPTION – Board Member**

**TITLE OF POSITION – Board Member**

**DATE CREATED – 11 July 2017**

**PRINCIPAL PURPOSE OF ROLE**

To govern University and Tertiary Sport NZ (UTSNZ) and to advance and protect the long-term interests of UTSNZ.

To act honestly, in good faith and in the best interests of the organisation and in so doing, to support the organisation in fulfilling its mission and discharging its accountabilities.

**PRIMARY DUTIES**

In concert with the rest of the board, the board member will:

- Employ and manage the Executive Director;
- Set the strategic direction and priorities for the organisation;
- Set policy and management performance expectations;
- Characterise and manage risks; and
- Monitor and evaluate organisational achievements.

Each board member shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Board members with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the board.

**SCOPE OF POSITION**

A fully accountable member of the board and is expected to exercise the powers and perform the duties of the board as set out in the constitution of UTSNZ and elaborated upon in the UTSNZ board charter.

**APPOINTMENT & TENURE**

The board member is appointed for a period of 3 years. These positions have no remuneration attached to them.

**TIME COMMITMENT**

The board will generally meet four times per year. An estimated commitment of 2 days per month plus attendance at least two meetings a year.

**CONFLICT OF INTEREST**

The board member should be free of significant conflicts of interest and declare any matters that may impact on performance as a director.

## PERSONAL ABILITIES & SKILLS

The board member should ideally have the following abilities:

### General:

- To see the big picture and the implications and impact on issues in the broader sense;
- To make sensible, astute recommendations and business decisions;
- To interpret both factual and conceptual information and make sound judgements based on that information;
- To contribute to the creation and not merely the preservation of stakeholder value; and to be able to distinguish between the separate but complementary roles of governance and management.

### Strategic:

- To understand the position of the organisation in its markets and its relationship to key stakeholders;
- To ensure that strategies and business plans are adopted that will deliver the organisation's vision and mission; and
- To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

### Sport

- Knowledge of, experience in or/empathy for the tertiary sport sector.

### Analytical:

- To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
- To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
- To remain objective and measured under pressure.

### Social:

- To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
- To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
- The strength of character to maintain an independent point of view when others disagree.