

## GOVERNANCE



### GOV009 Job Description Board Member

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#### WHY WE HAVE THIS POLICY (PURPOSE)

To set out the role and responsibilities of Board members.

#### WHAT IS OUR POLICY? (POLICY STATEMENT)

Board members will exercise effective governance of PSO to ensure it sets and meets the organisation's strategic objectives.

#### WHO DOES THIS POLICY APPLY TO? (WHO DOES THIS COVER?)

This policy applies to all Board members.

# Position Description

## Board Member

**Mission**

We walk with people across the generations to create together places to live, learn, and thrive.  
We call out injustice and advocate for positive social change.

### POSITION PURPOSE AND PRIMARY OBJECTIVES

**Purpose**

Board members are appointed for their individual skills, knowledge, and experience. They bring this expertise and knowledge to the governance responsibilities.

**Primary Objectives**

- Strategy: Work with management to establish and plan the direction of Presbyterian Support Otago, guided by its Mission and vision and in accordance with the constitution.
- Hold management accountable by monitoring the performance of Presbyterian Support Otago against its stated Strategic Goals and Objectives.
- Monitor and maintain Presbyterian Support Otago’s financial viability, and ensure proper processes and policies are developed to mitigate risk.
- Ensure compliance with statutory responsibilities and governance policies.
- Ensure the organisation is meeting its Health and Safety obligations.

Accountability	Expected Outcomes / Key Performance Indicators
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• Adopt a Strategic Plan to guide the direction of PSO.</li> <li>• Approve an Annual Plan and Budget.</li> <li>• Maintain the corporate life of the Board.</li> <li>• Maintain links and liaise with the Otago community (including congregations and, presbytery where appropriate) promote the activities and services of Presbyterian Support Otago to the community and enlist the provision of feedback, financial and other resources from the community for the furtherance of the work of Presbyterian Support Otago.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all aspects of Presbyterian Support Otago’s work are undertaken to best governance practice.</li> <li>• Be involved in the appointment of and performance of the work of the Chief Executive.</li> </ul>
<p><b>Individual Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Commit to the Mission Statement and Strategic Plan.</li> <li>• Be bound by the decisions and confidentiality requirements of the Board.</li> <li>• Ensure you are well prepared for meetings by reading Minutes and Reports.</li> <li>• Attend meetings regularly and provide an apology for absences.</li> <li>• Declare at the start of each meeting any potential conflicts of interest. A register of conflicts of interest is compiled annually.</li> <li>• Undertake personal professional development in governance. Attend orientation/training session and be informed about Presbyterian Support Otago’s programmes, policies and services and the needs of the community the organisation serves.</li> <li>• Accept membership of a Board committee or other governance-related group as appropriate.</li> <li>• Speak for Presbyterian Support Otago when asked to.</li> <li>• Contribute to Presbyterian Support Otago undertaking:             <ul style="list-style-type: none"> <li>• Long term strategy and planning and review of goals.</li> <li>• Policy formulation and monitoring.</li> <li>• Board and committee / task group evaluation.</li> <li>• Management and Board performance evaluation.</li> <li>• Quality reporting – internal management and external.</li> <li>• Quality internal systems of control – regulatory compliance, legislative compliance, accounting, and prevention of fraud.</li> <li>• Publicity and fundraising and providing adequate funding.</li> <li>• Appropriate sales, acquisitions, mergers, and takeovers.</li> <li>• Internal and external audit functions and reviews.</li> <li>• Health and Safety.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Short term budgeting and monitoring.</li> <li>• Monitoring of any developments and investments to achieve optimum outcomes and returns.</li> <li>• Ongoing learning and evaluation of best use of resources for mission impact.</li> <li>• Risk Management.</li> <li>• Comply with all policies and procedures of PSO and meet the expectations of the organisation’s code of conduct.</li> </ul>
<p><b>Presbytery Appointment Responsibilities</b></p>	<p>Presbytery nominees are nominated by Presbytery through an agreed MoU process. They are not representatives of Presbytery (ie not required to represent the collective view of Presbytery) ..</p> <p>Responsibilities are the same as non-Presbytery Board members and may also include:</p> <ul style="list-style-type: none"> <li>• Reporting of Presbyterian Support Otago activities as appropriate to Presbytery or congregations of the Southern Presbytery.</li> <li>• Reporting to Presbyterian Support Otago on local social issues / needs.</li> <li>• Contributing a local perspective to any committee / project group, advisory or a task group as appropriate.</li> <li>• Contribute a Christian theological perspective, when required.</li> </ul>
<p><b>Board / Staff Relationship</b></p>	<ul style="list-style-type: none"> <li>• The Board Chairperson should be approached first on all matters to do with Board / Staff relationship.</li> <li>• The Chief Executive may be approached for information on matters relating to management and administration.</li> <li>• Board members have the right of free access at suitable times to records relating to Board functioning. They do not have the right of access to agency / client records or staff personnel records.</li> </ul>
<p><b>Expectations of all Board Members</b></p>	
<p><b>Communications / Interpersonal relationships</b></p>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is professional, relevant and appropriate to the audience.</li> </ul>

<p><b>Performance development and learning</b></p>	<ul style="list-style-type: none"> <li>• Take part in an annual Board review and development plan.</li> <li>• Board members maintain an up-to-date knowledge of Governance issues and issues in the sector relevant to PSO activities.</li> </ul>
<p><b>Continuous improvement</b></p>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to Governance processes.</li> </ul>
<p><b>Health and Safety</b></p> <p><i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i></p>	<ul style="list-style-type: none"> <li>• All Board members are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation.</li> <li>• You are expected to work safely and to actively participate in applicable health and safety programmes.</li> <li>• All accidents or potential hazards must be reported to the CEO.</li> </ul>
<p><b>Relationships</b></p>	
<p><b>Reports to: NIL</b></p>	<p><b>Direct Reports: NIL</b></p>
<p><b>Internal Relationships: CEO</b></p>	<p><b>External Relationships:</b> Members of the Presbytery and congregations of the Southern Presbytery.</p>
<p><b>Preferred Personal Attributes</b></p>	
<ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission Statement and Values of PSO.</li> <li>• An interest in the objectives and programmes of the organisation.</li> <li>• An understanding of governance functions and openness to keep learning about this role within Presbyterian Support Otago.</li> <li>• A respected citizen in the community, a person of integrity, with strong and diverse community links / networks.</li> </ul>	

- It is a requirement for all Board Members to have a Successful Police Check Carried Out as a Condition of Appointment. The Board Chairperson Undertakes this and the Content Remains Confidential to the Chairperson)
- A breadth of understanding and tolerance of the viewpoints of others
- Willingness to engage with the organisation’s work to grow cultural competency for working effectively with Tangata Whenua and the social & multi-cultural diversity of New Zealand society today.
- Willingness to state one’s own conviction and equally the willingness to accept the majority decision when in conflict with one’s own opinion.
- Willingness to deal openly, directly and respectfully with the CEO and other Board members.
- Ability to represent PSO in the local community as appropriate.

## Working Together

### Our Work

- We are person centred in our organisation.
- We strive always to do better, to work effectively and to the best of our ability.
- Each person knows they make a difference, and they feel valued because of this.

### Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and on-going support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

### Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

## Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki & aroha.

## DEFINITIONS

Terminology	Explanation
Term	Define all technical or important terms in your Policy in this section
Term	Add rows if needed

## RELATED POLICIES

- Add document name or reference here
- Add document name or reference here

## RELATED PROCEDURES

- PROC GOV001 Appointing Board Members
- Add document name or reference here

## RELATED FORMS, GUIDELINES, CHECKLISTS, APPENDICES AND OTHER MATERIAL

- Add document name or reference here
- Add document name or reference here

## RELATED LEGISLATION

- Add document name or reference here
- Add document name or reference here

## INDEX

- Add here if desired

## Administration

### VERSION CONTROL

PSO has in place a formal process for reviewing and updating policies on a regular basis. Staff are therefore advised to always check the online (intranet) version of the policy for accuracy as printed documents may be out of date.

### APPROVAL DETAILS

Policy Number:	GOV009
Category	Governance
Type of Policy:	Job Description Board Member
Original Date	July 2004
Effective Date:	July 2004
Last Revised:	October 2024
Next review date	October 2027
Policy Owner:	PSO Board
Contact Name:	Board Chair

### DOCUMENT HISTORY

The table below provides details of the history of this policy.

Revision Date	Author	Details	Approved	Approved by	Implemented
11/06/2021	CEO	Revision of Job Description	dd/mm/yyyy		dd/mm/yyyy
14/06/2021	Governance Committee	Recommendation to Board			
28/07/2021	Board	Approved revisions	28/07/2021	Board	2/09/2021
17 October 2021	Governance Committee	Revised and recommended to the Board	30/10/2024	Board	1/11/2024