

## NZOIA Director Role Description

A Director on the New Zealand Outdoor Instructors Association (NZOIA) Board has a strategic role.

Being on the NZOIA Board brings responsibility, challenge and the opportunity to make a difference to the organisation and wider outdoor industry. It is a chance to engage at a governance level with a national outdoor sector organisation that has contributed significantly to raising outdoor instructing and guiding standards since 1987.

NZOIA is currently the gold standard in outdoor qualifications offering training, assessment, revalidation and registration. Please see [www.nzoia.org.nz](http://www.nzoia.org.nz) for more details.

### Time commitment

We anticipate a time commitment of the following;

- 4 board meetings per annum (mixture of online and face to face)
- The Annual General Meeting (1 day), and Symposium attendance as available
- Board strategy workshops (up to 2 days, or where possible inclusion in Board meetings)
- Active engagement and contributions via email/phone
- Involvement with a specific Board portfolio: Membership and Advocacy; Qualifications and Standards; Operational Excellence.

In addition, you will be expected to:

- Prepare for each board meeting to ensure that you have clear understanding and can provide clear and high quality governance to the organisation.
- Work on governance issues that arise between meetings.

In accepting this appointment, you have confirmed that you are able to meet the reasonable demands of the role.

### Meeting locations

Board and other meetings are generally held online or in Auckland.

### Fees and expenses

NZOIA Board members are professional volunteers. Directors are not paid, however all reasonable travel, accommodation and food, i.e. properly documented expenses, are covered for meetings

### **Declaration of interest**

Circumstances may arise where an appointee has an actual or perceived conflict of interest. A Director may also have a personal pecuniary interest in a decision facing the Board. Directors are expected to proactively acknowledge and declare such interests should they arise. Any potential conflicts of interest should be advised prior to appointment and documented at each board meeting. A Director may be required to not be present or not to vote where there is a conflict of interest on a specific matter being considered by the Board.

### **Confidentiality**

The proper handling of information gained during board service can be a sensitive and contentious matter. Directors should be aware that all information acquired during their appointment is generally confidential to NZOIA. Such information should not be disclosed to third parties either during the Director's term of appointment or thereafter without prior approval (usually from the Chair). Information obtained by Directors in exercising their duties does not belong to them individually but to the Board and NZOIA collectively. Directors can be asked to enter into confidentiality agreements when appropriate.

### **Induction**

An orientation process will occur for all new Directors when appointed. This process will include;

- Discussion with the Chair on the workings of NZOIA as an organisation, and to better understand the potential role the new Director may play on the board.
- A meeting with NZOIA office staff for operational familiarisation.
- Sign off of constitution, strategic plan, safety management system and understanding of responsibilities as a Director.

### **Access to information**

Subject to any legal limitations, Directors are provided with access to all appropriate financial and operating information necessary to govern in the best interests of the organisation.

### **Agreement to appointment**

Once there is an agreement for an appointment to the Board, the appointee will receive a letter of appointment. This will confirm in writing that the appointee is in agreement with the terms and conditions as set out in the job description and any other accompanying documents.