**APPLICATION FOR A POSITION ON THE SLSNZ BOARD**

Applicant’s Details

|  |  |
| --- | --- |
| Name: |  |
| Mailing Address: |  |
|  |  |
| Membership No |  | Club |  |
| Tel |  | Work |  | Home |
| Fax |  | Work |  | Home |
| email |  |

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| --- |
| I am seeking a position on the SLSNZ Board as *(please tick one option, or more than one option if you are seeking to apply in more than one category)*:* an Elected Board Member
* an Appointed Board Member
* an Independent Appointed Board Member

I confirm I have read, understand and can fulfil the Terms of Reference for SLSNZ Board Members (as set out in this application form). |
| Signature of Applicant: |  |

# Resume

Please attach a full resume which clearly demonstrates your ability to perform the duties & competencies of a member of the SLSNZ Board.

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| --- | --- |
|  | Resume Attached |

**General Information**

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| * **Experience relevant to the advertised directorship:**

e.g. strategic thinking, business & commercial experience – financial, marketing, involvement with or understanding of rapid growth entities etc |  |
| * **Corporate governance experience, commercial and/ or not-for-profit?**
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| * **What attracts you to this opportunity?**
 |  |
| * **What special contribution do you believe you could bring to the SLSNZ Board**
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| * **Names of 2 referees and contact details**
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# Privacy Act 1993

# I agree that SLSNZ may collect and retain the information supplied with this application and SLSNZ may authorise the release of this information to SLSNZ Members, the SLSNZ Board Appointments Panel, and any other persons or organisations that the SLSNZ Board considers appropriate.

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| Signature of Applicant: |  |

**The deadline to submit this application is 5.00pm MONDAY, 21 JULY 2014.**

All applications for this position must be received at:

Surf Life Saving New Zealand - Attention: Paul Dalton

93 Hutt Park Road, Seaview, Lower Hutt 5010, or

PO Box 39-129 Wellington Mail Centre, Lower Hutt 5045; or

by email to paul.dalton@surflifesaving.org.nz

**SLSNZ BOARD MEMBER**

## TERMS OF REFERENCE

**1. Board Authority**

The Board is the legal authority for SLSNZ. Board members are elected ‘trustees’ representing the interests of all members of SLSNZ. As such, the Board are entrusted to ensure that SLSNZ is soundly managed for the benefit of all.

The “Powers of the Board” are detailed in Rule 16 of the SLSNZ Constitution.

**2. Board Governance**

The role of the Board is governance rather than management, which is the domain of the Chief Executive Officer and professional staff.

Governance focuses on SLSNZ’s wider issue of purpose and vision. The Board shall work in close partnership with the Chief Executive to ensure SLSNZ’s strategies and results are achieved, supporting and resourcing the Chief Executive to carry out their responsibilities.

In order for Board Members to carry out their governance role they must be familiar with SLSNZ’s policies, plans and priorities and be able and prepared to demonstrate familiarity through debate and participation in all areas of the Board’s responsibilities.

**3. Requirements of Board Membership**

1. A commitment to work for the greater good of SLSNZ.
2. Board members will bring knowledge, expertise and influence relevant to SLSNZ’s affairs.
3. Board members may be required to serve on committees or working parties. There is an expectation that Board members will make every effort to attend all Board meetings and devote sufficient time to become familiar with SLSNZ’s affairs and the wider environment within which it operates.

**4. Board-Level Policy**

In order to fulfil its governance role of providing a framework for SLSNZ’s operations, yet at the same time maintaining its distance from operational processes, the Board has developed and monitors plans and objectives which provide direction and boundaries for both its own and the Chief Executive functions.

The Board has developed a Charter and Governance policies to describe the way it carries out its governing role.

**5. Effectiveness Evaluation**

The Board will undertake an assessment of its effectiveness on an annual basis at a Board meeting prior to the Annual General Meeting. The evaluation should focus on the achievements of its own plans established for the year and on the fulfilment of responsibilities as defined in the Terms of Reference and in its policies.

**6. Board Members Role Description**

1. Key Responsibilities:
* Provide strategic direction.
* Monitor the progress of SLSNZ towards its strategic priorities.
* Contribute to a positive and harmonious Board.
* Contribute to Committees.
* Oversee the Chief Executive through Board approved delegations.
1. Skills and Competencies:

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| --- | --- |
| **Communications and Relationships**1. People skills
2. Ability to listen
3. Develops quality relationships
4. Understands and relates to stakeholders
5. Ability to influence others
6. Oral communication skills
7. Good sense of humour
8. Gains respect and can mentor
9. Public presentation skills
 | **Conceptual and Analytical**1. Think strategically
2. Outcomes focused
3. Analytical, reasoning, problem solver
4. Environmental awareness and understanding
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| **Experience and Knowledge**1. General knowledge and understanding
2. Governance experience
3. Education and business experience
4. Financial literacy
5. General knowledge of legal issues
6. Knowledge of own limitations
 | **Other Personal Qualities**1. Ethical and honest
2. Embraces the purpose of SLSNZ
3. Independent and inquisitive
4. Stewardship orientation
5. Prepares well and works hard
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**7. Eligibility to be an Independent Appointed Board Member**

Rule 15.6 of the SLSNZ Constitution sets out the rules around who is ineligible to apply as an Independent Appointed Board Member. In summary:

* + 1. a person shall **not** be eligible to be appointed as an Independent Appointed Board Member if that person currently has, or has in the preceding five (5) years had, any material interest or material involvement in Surf Life Saving. The Board Appointments Panel will determine whether the applicant has any material interest or material involvement.
		2. an Independent Appointed Board Member shall **not** be eligible to remain in office as an Independent Appointed Board Member if, during their term of office, the Board Appointments Panel determines, that they have a material interest in Surf Life Saving. The fact a person has been an Independent Appointed Board member shall not of itself be regarded as a material interest under this Rule.
		3. any decision of the Board Appointments Panel regarding the eligibility of Independent Appointed Board Members will be final.