

Board Chair

GirlGuiding New Zealand – *Nga Kohine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values-based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, where they can discover their potential and where their ambition is nurtured.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others.

As a member of the World Association of Girl Guides and Girl Scouts [WAGGGS], GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

Be considered the leading organisation for girls and young women in New Zealand
Increasing our sphere of influence through growth and reach

Role overview

This is a volunteer role.

The Board Chair leads GirlGuiding New Zealand Board and manages Chief Executive reporting line. Through effective leadership of the Board and management of the Chief Executive the Board Chair ensures the affairs and resources of the Association are governed to deliver growth, viability and success.

Purpose of the role

To ensure the effective action of the National Board and its Committees in conducting and managing the affairs of the Association.

The Board Chair:

- Leads and chairs the National Board
- Leads and chairs the National Forum
- Leads and chairs National Committees
- Understands and embraces the strategic directions of the Association and WAGGGS
- Manages staff and volunteers/members

Term

The position is appointed in accordance to the requirements of the Constitution. The term is for four years from the date nominated by the National Forum. The term may be extended for a further two year period and extension shall be by resolution of National Forum on the recommendation of the National Board.

Key Tasks & Responsibilities

- National Board and Committee Leadership
 - o Chair the National Board and ensures the Board achieves its purpose and objectives
 - o Appoint a Deputy Board Chair if required
 - o Review and support Board members, ensuring the Board operates effectively in line with its role and responsibilities (split responsibility with Deputy Board Chair)
 - o Attend and chair the Standing Committee (or appoint a nominee)
 - o Attend and chair the National Nominations Committee
 - o Chair the Human Resource Committee
 - o Attend National Committees of the Board (split responsibility with Deputy Board Chair) – Committees currently include Audit and Finance, and Technology
 - o Attend GirlGuiding New Zealand Foundation meetings
- National Forum leadership
 - o Lead the National Forum
 - o Lead the Annual General Meeting at National Forum as the Chair
 - o Provide high level National Forum direction in terms of developing the agenda

- Understand and embrace strategic direction
 - o Provide strategic direction and leadership to support the vision of GirlGuiding NZ
 - o Lead inspired thinking on strategy
 - o Advocate and role model a girl-led approach
 - o Be aware of the strategic direction of WAGGGS and ensure GirlGuiding NZ adopts or supports relevant and applicable parts of WAGGGS strategy.

- Staff and volunteer management
 - o Lead the Human Resources Committee
 - o Manage the Chief Executive reporting line enabling the Board to support and review the performance of the Chief Executive
 - o Manage National Committee Chairs and Board Members
 - o Review and make final determination of matters relating to terminating the membership of adult volunteers (under review)
 - o Attendance at internal/external events as appropriate.

This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety. Further details are on the GirlGuiding NZ website.

Performance measurements

- Effective leadership of the National Board, implementing the key responsibilities of the role
- Effective participation as a member of Committees of the Board, implementing the key responsibilities of the role
- Evidence of strong leadership and support of the vision and strategic direction of GirlGuiding New Zealand
- Reports in accordance with predetermined timeframes for National Board meetings
- Evidence of a strong partnership between Board Chair and Chief Executive
- Management, development and support of National Board members to carry out their key tasks and responsibilities
- Management, development and support of the Chief Executive

Direct reports

- Board Members
- The Chief Executive
- National Committee Chairs

Time commitment

The recommendation is for the incumbent to hold the role of Board Chair as their sole position.

Location of position

The role requires a willingness to travel within New Zealand to attend meetings and events.

Ideal person specification

Knowledge and skills

- Effective people management and leadership skills
- Effective chairing skills
- Ability to inspire and motivate others
- A high level of credibility
- Knowledge of operating effective mixed service delivery model (volunteer and staff)
- Exemplary communication skills using a variety of channels and technologies
- Strategic thinker
- Sound business/commercial acumen
- High level of emotional intelligence and self-awareness, being open to feedback
- High level of personal resilience
- Effective organisational skills
- An ability and willingness to delegate
- Openness to change and new ideas
- Knowledge of organisational management including financial and human resource management
- An understanding of the interrelationship between governance and management

Experience

- Board/governance experience
- Senior management experience
- Experience chairing meetings and an ability to collaborate using remote access technology

Any special personality requirements

- A passion for GirlGuiding and the values
- Supports the concept of girl leadership
- Support for the development and growth of girls and young women
- The flexibility to be responsive to the needs of Guiding
- A collaborative style of working and an inclusive style of leadership
- Respects confidentiality and acts with discretion
- Has an awareness of:
 - o the culture, benefits and challenges of volunteering
 - o youth and women's issues in New Zealand and globally
 - o the bicultural basis of New Zealand society