

National Board Member

GirlGuiding New Zealand

Our Vision

All girls and young women in every community are inspired and empowered to turn their dreams into reality.

Our Mission

We enable girls and young women to reach their full potential and make a difference in the world.

Our Strategic Goals

- Provide an empowering adventurous journey for girls and young women to grow and lead
- Maintain a relevant, values-based and self-sustaining organisation
- Empower girls and young women to be positive agents of change in New Zealand and the world

Role Overview

- This is a volunteer role at a national level.
- The National Board is responsible for the governance of the affairs of the Association and the control of its property and funds.
- Other than ex officio members all members are elected by the National Forum.
- Co-opted members are appointed by the National Board.

Purpose of the Role

The National Board Member as a member of the National Board

- works as an effective member of the National Board
- plays a part in the governance of the organisation
- attends and contributes fully and positively to National Board meetings
- maintains positive and professional relationships as a member of the National Board
- plays a part in managing the financial affairs of the organisation

Term

- Members are elected for a term of three years and are eligible for re-election for one further term of three years.
- Co-opted members are appointed for three years and may have their term extended for a further three years.

Key Tasks & Responsibilities

1. Work as an effective member of the National Board
 - Work collegially with members of National Board, including participation in an annual performance review discussion with the Board Chair.
 - Give and receive feedback positively and with a view to boosting their own and the Board's performance.
 - Attend and participate positively at National Forum and annual general meetings.
2. Play a part in the governance of the organisation
 - Act as a good ambassador for GirlGuiding New Zealand, helping to build its reputation and public understanding of its vision and purpose.
 - Show a strong appreciation of the key determinants and measures of success for the organisation.

- Support the organisation's obligations to key stakeholders and monitor how stakeholder expectations are being met.
 - Devote time and effort to keeping up with key organisational developments and issues between meetings.
 - Keep informed on issues and risks affecting GirlGuiding New Zealand.
 - Advocate and contribute to the Board's understanding and control of risk.
 - Keep informed about the major political, economic, social and technological factors affecting the organisation.
 - Keep informed about WAGGGS and in particular, the Asia Pacific region.
 - Contribute to strategic debate, strategic thinking and strategy formulation of national long-term goals and objectives to reflect the vision of the National Forum.
 - Ensure that the national annual operational plan articulates specific and clear objectives that meet the long-term goals of the organisation.
 - Demonstrate an understanding of the importance of succession planning and leadership development within the organisation.
3. Attend and contribute fully and positively to National Board meetings
- Attend all board meetings unless leave has been requested.
 - Be well-prepared for Board meetings and pro-actively request further explanation of any matters that are unclear.
 - Engage on all matters before the Board, not just selectively or according to personal inclination.
 - Consider the legal duties and liabilities of the Board and the specific constitutional requirements of the organisation.
 - Think independently and engage in debate, inquiring actively into the assumptions of fellow members, expressing an alternative point of view if appropriate and not readily succumbing to pressure from others.
 - Draw on knowledge and experience to provide insight into immediate problems and situations to facilitate effective decision-making.
 - Support majority decisions on issues decided by the Board.
 - Maintain confidentiality of Board discussions and decisions unless authorised to discuss or speak on behalf of the Board.
 - Inform, or submit papers to, the National Board on matters of interest or concern.
4. Maintain positive and professional relationships as a member of the National Board.
- Establish and maintain respectful and constructive relationships with fellow Board members, the staff team and regional, area and national personnel.
 - Work without bias to ensure the strategic direction of the organisation.
 - Demonstrate a high level of integrity, observing confidentiality and promptly disclosing any conflicts of interest.
5. Play a part in managing the financial affairs of the organisation
- Develop an understanding of the financial reports and the financial position of the Association.
 - Be sensitive to the organisation's financial position and strongly support initiatives to strengthen its financial well-being.

This role maintains a focus on the importance of quality leadership and delivery of a well-balanced, relevant girl programme, to growth in membership of the organisation.

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 Measures

- Effective participation as a member of the National Board, implementing the key responsibilities of the role
- Effective contribution to the governance of GirlGuiding New Zealand
- Effective contribution to the strategic decision making for GirlGuiding New Zealand
- Evidence of respectful and constructive relationships with fellow Board members, the National Office staff and regional and national personnel
- Evidence of strong support for financial initiatives of the organisation.

Direct Reports

- None

Time Commitment

Variable, but includes attendance at four one-day meetings per year, inter-meeting teleconferences as required, and the National AGM and Forum. Meetings are held on the weekend or in the evening.

Location of Position

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

Person Specification

Knowledge and Skills

- Brings skills and attributes that are important to the Board.
- Is a strategic thinker with experience in assessing needs, planning ahead and evaluating progress.
- Has excellent written and verbal communication skills.
- Has a high level of organisational skills, prioritises and meets deadlines.
- Is able to give and receive support and advice.
- Has an understanding of the role of the Board and how it differs from management.
- Has an understanding of conflict resolution techniques.

Experience

- Shares the vision of GirlGuiding New Zealand.
- Supports the GirlGuiding New Zealand Statement of Purpose.
- Demonstrates GirlGuiding New Zealand values.
- Is an enrolled member of GirlGuiding New Zealand or willing to become enrolled (unless a co-opted member).
- Is interested in the well-being and development of girls and leaders.
- Is a positive role model for girls and leaders.

Personal Attributes

- A passion for GirlGuiding and its values.
- Brings diversity of thought and experience.
- Support for the concept of the New GirlGuiding and girl leadership.
- Support for the development and growth of girls and young women.
- The flexibility to be responsive to the needs of Guiding.
- Self-motivated and able to work autonomously but collaboratively within a wider team.
- An inclusive style of leadership.
- A willingness to develop her skills and embrace new technologies.
- The integrity to respect confidentiality and act with discretion.