



Board Member Job Description

BE PART OF OUR MISSION:

To improve the lives of vulnerable people by mobilising the power of humanity and enhancing community resilience.

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Position Title: National Board Member

Term: 4-year term

Version date: February 2025

THE ROLE OF THE NATIONAL BOARD

The National Board governs the whole of New Zealand Red Cross to enhance the Society's activities and achieve its mission. The National Board, at all times, must bear in mind its fiduciary duties and responsibilities under New Zealand legislation.

The National Board's responsibilities and powers are outlined in the Constitution and the National Board Charter. The full version of these documents can be viewed on the New Zealand Red Cross website.

BOARD COMMITMENT

Board meetings will be held quarterly, and committee meetings are held quarterly (in alignment with Board meeting dates).

A time commitment of between 10 and 20 hours per month, includes reviewing between-meeting decision papers, and attending and participating in Board meetings, general meetings, and relevant committee meetings, as well as preparation time. Board members may also be asked to attend Area events, such as with Area Councils, Branch, Groups or members.

Board members are required to have knowledge and experience of the role including legal, ethical, fiduciary and financial responsibilities.

It is expected that Board members will serve on at least one Board committee and have a high level of commitment to the work of New Zealand Red Cross. Board members may also have Board Liaison roles with Area Councils, providing governance support locally.

Board members meet with a mix of virtual and face to face meetings throughout the year, as well as meeting annually face to face at the National Council. There is also participation in other meetings, including committee meetings, most frequently being held via teleconference.

National Board members should regard this as their primary role within New Zealand Red Cross and may not concurrently be an elected Area Councillor or hold an elected Branch role within New Zealand Red Cross.

National Board members are expected to lead by example and demonstrate trust, integrity, honesty, sound judgment, respect, accountability, diligence, and commitment. National Board members are, at all times, representing New Zealand Red Cross.

RESPONSIBILITIES

- Ensure the operational efficiency of New Zealand Red Cross through the Secretary General, Area Councils, Branches, Groups and Red Cross people, in accordance with the Regulations, and the Secretary General's delegations.
- Bring independent and informed judgment to bear in making decisions for New Zealand Red Cross.
- Oversee the prudent management of New Zealand Red Cross' assets and ensure the financial health and sustainability of New Zealand Red Cross, ensuring all funding is used in accordance with the aims of New Zealand Red Cross.
- Through the Secretary General, provide direction to Employees in accordance with the Constitution, the Regulations, Supplementary Governing Documents and policies adopted or directions given by the National Council.
- Approve major capital expenditure, the New Zealand Red Cross annual plans and budgets, and review and monitor implementation of such.
- Approve the Annual Report, consolidated financial statements, and Auditors' Report, then refer them for adoption by the National Council.
- Ensure compliance with applicable national laws and regulations.
- Determine and uphold New Zealand Red Cross values, adhere to high moral standards and ethical behaviour, and fulfil the Board's role with diligence while striving to gain trust and respect at all times.
- Develop a national strategic plan for the New Zealand Red Cross within the relevant strategies and plans adopted by international components of the Movement for approval by National Council. The implementation is monitored and reviewed regularly.
- Appoint, monitor, counsel and, if necessary, dismiss the Secretary General.
- Representing New Zealand Red Cross to stakeholders, acting as an ambassador for the organisation.
- Managing relationships with Area Chairs as a Board Liaison
- Protect and grow the New Zealand Red Cross Foundation assets and appoint the Trustees.

- Accept responsibility to grow the organisation, develop its people and by so doing enhance the effectiveness and value of New Zealand Red Cross to the wider community.
- Monitor New Zealand Red Cross risk management.
- Review and propose amendment to the Constitution and Regulations.
- Carry out health, safety and wellbeing accountabilities as outlined below.

HEALTH SAFETY AND WELLBEING ACCOUNTABILITIES

Under the Health and Safety at Work Act (2015) (the HSWA), New Zealand Red Cross is considered a Person Conducting a Business or Undertaking (PCBU). As a PCBU, New Zealand Red Cross has a primary duty of care to ensure, so far as is reasonably practicable the health and safety of:

- its workers (paid and unpaid)
- other workers whose activities are influenced or directed by New Zealand Red Cross
- others who might be put at risk from the New Zealand Red Cross undertakings or activities.

Workers include all Red Cross people that undertake activities for New Zealand Red Cross, including Volunteer Members and Employee Members.

The Secretary General and all members of the National Board are 'Officers' under the HSWA, and are responsible for ensuring that New Zealand Red Cross complies with its duties and obligations under the legislation. In practice, this means that the Secretary General and National Board members must:

- keep up to date with HSW matters at New Zealand Red Cross
- understand the nature of activities happening at New Zealand Red Cross, and the relevant hazards and risks associated with those activities
- ensure New Zealand Red Cross has appropriate resources in place to manage incidents, hazards and risks and respond appropriately
- verify the use and provision of processes and systems to manage HSW

REMUNERATION

Service on the New Zealand Red Cross National Board is on a voluntary basis and unremunerated. Reasonable travel and accommodation costs in relation to Board Members' duties are reimbursed. National Board members will not provide paid professional advice or service to the National Board on board-related business, or to the National Society on Society-related business without the approval of the National Board.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND UNDERSTANDING

- Commitment to New Zealand Red Cross, especially to the Mission, Fundamental Principles and Values, and a willingness to devote the necessary time and effort.
- Awareness of and understanding of Board members individual and collective governance responsibilities.
- Capacity to commit the time required to the organisation, with additional time required on occasion.
- Good, independent judgment and strategic vision.
- An understanding of the respective roles of the Board and Secretary General.
- Strong financial acumen including experience and ability to interpret and analyse financial statements, assess financial viability and evaluate investment opportunities.
- Experience in overseeing the setting of budgets that align with strategic goals, identifying and overseeing mitigation of financial risks, ensuring compliance with all relevant financial regulations and standards
- Demonstrated experience in commercial / business / not for profit leadership roles including leading innovative resourcing and fundraising strategies and/or financial sustainability strategies.
- Understanding and commitment to equality, diversity and inclusion, and a commitment to increasing participation by young people, with the ability to bring diverse perspectives to the Board.
- Good understanding of the vulnerabilities and social issues in contemporary New Zealand society.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.
- Specific professional or lived experience relevant to the organisation's needs.

RELATIONSHIPS

Internal

- National President / Board Chair
- National Board members
- Secretary General
- Executive leadership Team
- Counsellors of Honour
- Area Chairs
- New Zealand Red Cross people

External

- New Zealand Red Cross Foundation
- Members of Parliament and local government elected Mayors or Chairs and Councillors

TRAVEL

Board members may be required to undertake travel for this role.



Due Diligence Checklist - National Board Member

As a member of the National Board, you'll have the chance to make a meaningful impact, but it's also a role that requires dedication, time, and commitment.

Before you decide to put yourself forward for nomination, a casual vacancy, or be considered for a co-opted position, we encourage you to reflect on whether this opportunity aligns with your personal and professional strengths. Completing the checklist below will help you assess your readiness and identify your next steps.

If you're a young person under 30 seeking one of your first governance positions and interested in learning more before completing the self-assessment, we'd love to hear from you. Please reach out to us at membership@redcross.org.nz – we're happy to answer your questions and support you.

You should also note that for the role you will need to be a registered member of New Zealand Red Cross and you will need to undertake Police vetting for the National Board position.

We appreciate your time and interest in this important role and look forward to supporting you on your journey.

Personal and professional suitability

Under each of the headings below please select the number that most accurately describes where you currently see yourself.

Motivation, which includes:

- Desire and ability to make a substantive contribution to the mission of NZRC.
- Broaden skills and experience.
- Develop networks and personal relationships.

1	2	3	4	5
☐	☐	☐	☐	☐
Low				High

Necessary skills and experience, which includes:

- Ability to work with others including, including leading on difficult or complex matters.
- Awareness and understanding of good corporate governance and the values of responsibility, accountability, fairness and transparency.
- Awareness, understanding and ability to help others understand the NZRC Constitution and Regulations.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve NZRC objectives.

1	2	3	4	5
☐	☐	☐	☐	☐
Low				High

Capability to commit sufficient time to the role, which includes:

- Attend and actively participate in scheduled meetings and events.
- Time for preparation for quarterly governance meetings and events.
- Time to meet with members to discuss opportunities, risks and issues.
- Time to engage with ad-hoc papers that may require a quick turnaround.

1	2	3	4	5
☐	☐	☐	☐	☐
Low				High

Impartiality, potential conflicts of interest and alignment to NZRC culture, which includes:

- Ability and confidence to make impartial decisions and communicate effectively.
- Has no activities/associations outside of NZRC that could cause a conflict of interest (or cannot be easily managed).
- Ability to uphold and personally demonstrate the Code of Conduct.

1	2	3	4	5
☐	☐	☐	☐	☐
Low				High

Ability to access and use IT, which includes:

- Able to participate in on-line meetings (video calls).
- Access to IT/ ability to use IT to access NZRC materials.

1
☐
Low

2
☐

3
☐

4
☐

5
☐
High

NZRC strategy, which includes:

- Supportive and able to assist others understand and follow NZRC strategy and processes.
- Understands role of Area Council in governance and responsibilities for Branches and local groups.

1
☐
Low

2
☐

3
☐

4
☐

5
☐
High

Summary

Having completed the self-assessment checklist, please calculate your final score and then refer to the table below for the recommended next steps.

Score	Recommendation for next steps	Actions
6-12	Consider focusing on these areas for growth and development, with the aim of applying at a later point in the future when you're ready.	Take some time for further growth and preparation.
13-23	Think about your aptitudes and competencies before exploring this opportunity further. Take a thoughtful approach before making your decision to put your nomination forward.	Have a conversation with the Office of the Secretary General to be put in touch with someone who can help you learn more about the role and how it might align with your strengths and goals.
24-30	Feel confident in putting your nomination forward/ accepting the opportunity to be considered for co-option.	Consider continuing with the nomination process and if you have questions connect with the Office of the Secretary General (oosg@redcross.org.nz) if you have questions.