



## Governance responsibilities



***"Our governance leads us with vision."***

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**Ki te kahore he whakakitenga ka ngaro te iwi**

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Without foresight or vision the people will be lost.

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### Intent

The board is collectively responsible for governing the organisation. It sets our vision and ensures we adhere to our kaupapa, comply with our legal, ethical and financial obligations and supports our growth as an organisation.

This policy sets out key principles and responsibilities for governance.

### Principles

In exercising its governance powers and functions the board will:

- represent the interests of the organisation now and into the future
- recognise and respect the interests of our diverse stakeholders
- act in accordance with [Te Tiriti o Waitangi](#), the principles of good governance and sound management
- act legally, ethically and in accord with our Constitution, organisational policies, and contractual requirements.



## Requirements

### **Speak with one voice**

The board will speak with one voice when representing the interests and position of the organisation. Individual members must not act independently or contrary to the board's decisions.

Disagreements should be resolved within the membership through robust debate and in accordance with our [dispute resolution](#) policy.

### **Legal and policy compliance**

Board members will adhere to the following in the exercise of their responsibilities:

- law
- safeguard Trust documents (sections 45 & 46 of the Trusts Act 2019)
- organisational policies (eg [Conflict of interest](#))
- the Constitution
- Delegations

### **Diverse and skilled membership**

Board members must be appointed, resign or terminate their membership in accordance with the Constitution and our policies. Succession planning will occur and new members recruited and selected to fill actual and projected skill gaps.

### **Organisational vision and strategy**

The organisational vision and strategy will be set or approved by the board. It will align with the purpose and approach outlined in our Constitution and address the needs and interests of our community.

It should be reflected in a strategic document and regularly reviewed.



The board will approve an annual budget to implement the vision and strategy. It will monitor and review strategic and financial performance to ensure we achieve our goals and planned outcomes.

### **Policy development and review**

The board will approve strategic and governance policy for the organisation and ensure the system for reviewing and updating other organisational policies and procedures is effectively managed.

### **Risk Management**

A robust risk management system will be maintained for the organisation. The board will oversee and review systems of financial control, internal control, and performance reporting. It must effectively manage risks associated with governance processes.

### **Organisational Performance**

The board will set clear parameters for the effective management of the organisation. It will maintain a constructive relationship with management and monitor organisational performance through oversight of management. It must:

- receive regular management reports on the organisation's progress in meeting its objectives and contracted outcomes
- be advised of the outcome and recommendations of policy reviews
- oversee financial accounts
- receive and consider regular health and safety updates and reports
- monitor audit results
- ensure systems for quality assurance and improvement.

### **Board Effectiveness**

Meetings and decisions of the board are governed by our Constitution and policies. Meetings must be run effectively and members given proper



opportunity to discharge their functions (eg through facilitation, provision of information, minute taking etc).

The board will:

- periodically review its effectiveness in meeting its responsibilities
- keep a record of the outcome of these reviews
- plan, record and monitor actions to enhance the board's effectiveness
- ensure that review records are available to members, auditors and members of the public on request.

## **Accountability**

Accountability to stakeholders will be demonstrated through regular contact, networking and reporting. Legal and contracting requirements must be met. Board members must be prepared to address questions and feedback from stakeholders about matters concerning the board, its processes and decisions.

## **Stakeholder links**

The interests and needs of our stakeholders will be safeguarded and prioritised by the board in the exercise of their functions. Board members should maintain up-to-date knowledge and links with stakeholders and other comparable governance entities and be accountable for the organisation's performance to stakeholders.

## **Compliance**

Social Sector Accreditation Standards – Level 2, Governance and Management structure and systems 2.0, 5.0

NZS 8134:2021 Workforce and Structure, Governance 2.1.1-2.1.10

## **Helpful links**



Constitution

Kaupapa policy

[Dispute resolution \(governance\)](#)

[Corporate Governance in New Zealand. Principles and guidelines 2018.](#)

Review

Date: January 2022

Next review: by December 2023