

The Methodist Church of New Zealand Te Hāhi Weteriana O Aotearoa

Job Description

Title: Board Member

The Board consists of up to 12 members with differing combinations of skills in the areas of administration, finance, pastoral care and Methodist Church polity.

Specific Skills Required:

- A competent understanding of financial reports and accounting.
- *An understanding of governance principles and applications.*
- A willingness to be exposed to and gain Connexional experience.
- A commitment to attend meetings and to the affairs of the Board.

Attributes:

- *Inquisitive Mind*
- *Parish Synod*
 - a. Parish/Synod/Connexional involvement in a leadership role / management experience.*
 - b. An understanding of current acts and legislation that affect the work environment, especially as they apply to non governmental organisation work.*

Purpose:

The service of governance of the Administration Division of the Methodist Church of New Zealand, Te Hāhi Weteriana O Aotearoa. The Board and the General Secretary are jointly responsible to the Methodist Conference for the strategic direction and oversight of the good management of the Division.

Objectives:

1. To develop and establish strategies and policies for the effective management of the Division in accordance with guidelines established from time to time by the Conference, and the Laws and Regulations of the Methodist Church of NZ.
2. To oversee the leadership and management of the Administration Division and its financial resources.
3. To fulfil the responsibilities of prudent trustees in accordance with the Charitable Trusts Act 1957, *which includes being a trustee of the Methodist Superannuation Fund.*
4. To carry through the Board's Strategic Plan in service of the Church.

Responsible to:

The Conference of the Methodist Church of New Zealand, Te Hāhi Weteriana O Aotearoa through the Chair.

Functional Relationships:

- Other Board Members.
- The General Secretary.
- Other people or groups within the Church who want to meet with Board members as required.
- *Other Boards that are part of or linked with the Board of Administration e.g. MCPC.*

- *External Consultants engaged by the Board e.g. Mercer, Tyndall, Aventine, Grant Thornton.*

Term of Appointment:

- The Conference appoints the members of the Board of Administration at each Conference.
- There is an understanding that a term on the Board is normally a triennium, but renewable at the end of that triennium by the Conference on recommendation of the Board.
- Membership will be reviewed every five years.

Additional Matters:

- *Out-of-pocket expenses will be reimbursed.*

Responsibilities	Key Tasks	Performance Criteria
Participation in the meetings and other work of the Board.	<p>Participation in the meetings of the Board which are normally held five times a year.</p> <p>Participation in strategic planning days/retreats.</p> <p>Availability for other tasks as required.</p>	<p>Effective participation in meetings, planning days and retreats.</p> <p>Preparation for meetings by reading the reports and other background materials prior to the meeting.</p>
To provide appropriate support and supervision to enable the General Secretary to fulfil the responsibilities of the position.	<p>The Board manages the performance of the General Secretary.</p> <p>The Board ensures that appropriate remuneration and reimbursements are provided.</p>	<p>The General Secretary has a current job description, performance management plan, annual performance appraisal, and a professional development plan.</p> <p>The General Secretary receives authorised stipend and allowances, appropriate housing, and use of a vehicle, or reimbursement for use of a provide motor vehicle.</p> <p>Professional supervision and professional development are provided.</p>
To ensure the sound governance of the Division and its services and activities.	<p>Participation in reviewing and revising the Divisions annual strategic plan, with stated objectives.</p> <p>Ensuring that staff have and use a current Management Manual of policies and procedures.</p>	<p>The strategic plan is reviewed and revised annually.</p> <p>A Management Manual is approved and updated at least annually.</p> <p>The Division is managed according to approved policies</p>

	<p>Annual operating budgets are prepared for the approval of the Board.</p> <p>Financial performance is reported against the budget to the Board meetings.</p> <p>Audited annual financial statements are adopted by the Board.</p> <p>Ensuring that an annual report is prepared for Conference.</p>	<p>and procedures.</p> <p>Budgets are considered and adopted by the Board.</p> <p>Financial reports are considered and received by the Board.</p> <p>The Board reviews and adopts audited annual financial statements and makes these available to Conference.</p>
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