



BOARD MEMBER

JOB DESCRIPTION AND PERSON SPECIFICATION

PURPOSE

The core functions of the ACE Aotearoa Board include:

- setting and monitoring the organisation's mission, purpose, direction, priorities and strategies within the boundaries of its constitution and legal obligations
- regularly scanning the environment in which the Board operates to ensure that what the Board is attempting to achieve remains relevant and achievable
- specifying key outcomes and ensuring there are adequate resources, people and finances to achieve these
- monitoring and receiving reports on the programmes and services appointing and supporting the Chief Executive Officer/Kaiwhakahaere Matua
- evaluating their performance and rewarding or replacing them as necessary
- being accountable to the funders.
- risk management
- ensuring that ACE Aotearoa complies with all legal requirements and with the governing body's own policies
- influencing decisions and finances
- reporting, at least annually, to members and stakeholders
- setting standards for and evaluating its own governance performance
- maintaining a governing body succession plan.

ROLES AND RESPONSIBILITIES

The role of the Board is to set the strategic direction, governance policies, and accountability in accordance with the Constitution, and organisation values.

- **Participating** in the preparation of the strategic documents on an annual basis
- **Ensuring** that ACE Aotearoa remains financially sustainable and viable over the long term
- **Being accountable** for the performance and effective management of ACE Aotearoa resources and monitoring the organisation's performance against strategic direction and performance targets as laid out in the strategic documents
- **Ensuring responsiveness** to the needs of stakeholders - (including learners, staff and other communities that the organisation serves)
- **Ensuring that ACE Aotearoa** delivers high quality services

In fulfilling these responsibilities, the member is required to exercise best judgement in relation to the short and long-term interests of stakeholders and the organisation and shall not represent or promote the views or interests of a particular group.

EXTENT OF AUTHORITY

The Board and its individual members are limited to exercising of governance roles. The matters of operational management and programme delivery are the responsibility of the Chief Executive Officer/Kaiwhakahaere Matua.

ACCOUNTABILITY

The member is accountable through the Board to the members, the funders, the adult learning community, and other stakeholders.

PERSON SPECIFICATION

The listed skills and experience represent the ideal preferred collective capability of the full Board.

- Knowledge of Te Tiriti o Waitangi and experience of working in a Tiriti-led governance model
- Understanding of the value of adult and community education
- Understanding of Government's adult and community education policy and priorities
- Have a broad understanding of the education and community sectors, the key policy documents and funder expectations
- Understanding of financial management practices and fiduciary responsibilities
- Understanding the structures and issues of charities and non-governmental organizations (including the requirements for tax-exempt status)
- Commercial experience would be an advantage
- Ability to provide strategic direction to the organisation
- Ability to provide senior management with direction on seeking new opportunities or business development
- Understanding of the relevant regulatory regimes and requirements
- Understanding of risk management
- Networks in the adult and community education and the wider community