



BOARD MEMBER

JOB DESCRIPTION AND PERSON SPECIFICATION

1. JOB DESCRIPTION

POSITION

Member of the ACE Aotearoa Board

PURPOSE

To participate in the governance of the Board

NATURE OF THE POSITION

Members elected by the AGM to the Board according to the Constitution.

ROLES AND RESPONSIBILITIES

The role of the Board and therefore of members, is to: focus on strategic direction and broad policies; and provide a rigorous accountability standard for the management of the organisation

More specifically the Board will determine the strategic direction, policies and performance targets of ACE Aotearoa in accordance with its values. This includes:

- **Participating** in the preparation of the planning documents on an annual basis
- **Ensuring** that ACE Aotearoa remains financially healthy 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 planning documents
- **Ensuring responsiveness** to the needs of stakeholders - (including learners, staff and other communities that the institution serves)
- **Ensuring that ACE Aotearoa** delivers high quality services
In fulfilling these responsibilities, the member is required to exercise his or her 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 finance, staffing and programme deliveries are the responsibility of the Director.

ACCOUNTABILITY

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

2. PERSON SPECIFICATION

Note: The skills listed are in no particular order, and should not apply to all applicants, but the whole Board should represent these skills.

Knowledge, skills and experience:

- An understanding of the place of the Treaty of Waitangi in NZ society
- Ability to think and plan strategically
- Knowledge of the adult and community education sector
- Strong communication skills
- Experience of interacting with a wide range of people
- Ability to distinguish the difference between governance and management
- Management skills
- Financial skills
- Marketing skills
- Technology skills
- Ability to work effectively as part of a team
- Experience in, or the ability to understand political and governmental processes
- An ability to listen to and articulate Maori perspectives
- Knowledge of, and a commitment to the region and its people
- An understanding of the role of ACE
- Proof of ability to exercise sound judgement, initiative and leadership

Board members should be

- Passionate about adult and community education
- Committed to a Te Tiriti –based approach
- Flexible in approach
- Committed to the value of education and training
- Able to demonstrate integrity in all matters
- Creative and lateral thinkers
- Tactful
- Sensitive
- Resilient
- Task oriented