

Position Description

Board Member, Athletics Waikato-Bay of Plenty



TITLE OF POSITION: Board Member

ORGANISATION: Athletics Waikato-Bay of Plenty

ABOUT ATHLETICS WAIKATO-BAY OF PLENTY

Vision: “Greater athletics participation in an enjoyable and sustainable environment”

Purpose: “To lead the development and coordination of athletics across the Waikato-Bay of Plenty region, striving to ensure a quality experience for all level of the sport and to foster excellence, enabling athletes to reach their potential”

Strategic Priorities:

Growing Participation
Developing Athletics
Stakeholder Connection
Organisational Excellence

About Athletics Waikato-Bay of Plenty:

Athletics Waikato-Bay of Plenty (AWBOP) is the regional body responsible for all forms of athletics across the Waikato-Bay of Plenty region. We have been in operation for over 70 years and cater for 38 clubs in various disciplines such as track and field, cross-country and road running. With over 4,000 current members at our clubs, we have a diverse membership across the community from young children through to master’s athletes.

POSITION

The Board will provide purpose-based direction and strategic governance to lead the work of Athletics Waikato-Bay of Plenty. While day-to-day operations are led by the AWBOP’s employees, governance leadership provided by the Board is essential and to be carried out in accordance with the AWBOP constitution.

As part of a newly formed governance structure, you will have a unique opportunity to help shape our future direction and development towards a modern and forward thinking organisation. We are a long-standing regional sporting body with a solid financial base and stable membership which provides a solid foundation towards effectively serving our athletics community and encouraging participation growth.

The Board consists of five members plus the president. Two of the board members are appointed and three are elected at our Annual General Meeting.

Board Member responsibilities are of a leadership, governance and oversight nature and including:

- Reviewing and approving the strategic plan;
- Monitoring outcomes provided by Athletics Waikato- Bay of Plenty in relation to its strategic and business planning to evaluate and measure its performance and effectiveness;
- Approving the Athletics Waikato-Bay of Plenty annual budget, financial statements, and material business decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of all staff;
- Ensuring the board holds itself and staff appropriately to account in respect of carrying out agreed resolutions;
- Engaging with stakeholders on behalf of Athletics Waikato-Bay of Plenty;
- Ensuring the Athletics Waikato-Bay of Plenty has a diverse board and staff that reflects the communities that are served

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BOARD COMMITMENT

- Board Members serve a three-year term and may be re-appointed to the Board for a maximum of two (2) subsequent and consecutive terms of office.
- Board meetings are held 6 times a year on a routine basis. The AGM is held in August each year.
- Service on the Athletics Waikato-Bay of Plenty Board is without remuneration however members are entitled to claim reasonable agreed expenses (where travel/accommodation or other out-of-pocket expenses are incurred).

APPOINTMENT PROCESS

- Where the number of applicants exceeds the number of available positions on the Board, all applicants will be assessed by an appointments panel against the skills, attributes, and experience set out as required.
- To ensure the effective governance of Athletics in the Waikato-Bay of Plenty, we are looking for prospective Board members with experience across a range of sectors including (but not limited to), Planning, Financial, Marketing, Communications or Legal sectors.

SKILLS, ATTRIBUTES AND EXPERIENCE FRAMEWORK

ESSENTIAL SKILLS
<ul style="list-style-type: none">• Ability to think strategically
<ul style="list-style-type: none">• Analytical, critical reasoning and problem-solving skills
<ul style="list-style-type: none">• Strong oral communication skills
<ul style="list-style-type: none">• Ability to understand and relate to stakeholders and commercial partners
ESSENTIAL ATTRIBUTES
<ul style="list-style-type: none">• Ethical, open, honest, trustworthy, high levels of integrity
<ul style="list-style-type: none">• Independence and curiosity
<ul style="list-style-type: none">• Ability to establish quality relationships
<ul style="list-style-type: none">• Ability to work as a team player
<ul style="list-style-type: none">• Preparedness to commit time and effort to do the job
<ul style="list-style-type: none">• Outcome focused
<ul style="list-style-type: none">• Strong customer focus
<ul style="list-style-type: none">• Values and enhances diversity and inclusivity
EXPERIENCE
<ul style="list-style-type: none">• Prior governance experience as a board member or trustee would be an advantage
<ul style="list-style-type: none">• Understanding of and/or experience in the sport sector