

# POSITION DESCRIPTION

## BOARD MEMBER



### PURPOSE OF THE ROLE

MotorSport New Zealand Inc (MSNZ) is the sole authority appointed by the Federation Internationale de L'Automobile (FIA) to regulate motor sport in New Zealand in order to promote and achieve safety, fairness and social responsibility in the conduct of the sport.

Our Vision: "New Zealand's most exciting & entertaining sport."

To effectively govern MotorSport New Zealand Inc and to advance and protect the long-term interests of motor sport throughout New Zealand.

To act openly and honestly, in good faith and in the best interests of MSNZ and in so doing, to support the organisation in fulfilling its Vision, Mission and Objects and discharging its accountabilities.

### KEY RESPONSIBILITIES

In concert with the rest of the Board, the Board Member will:

- Employ and manage the Chief Executive Officer;
- Set the strategic direction and priorities for the organisation;
- Set policy and management performance expectations;
- Understand, identify and manage risks; and
- Monitor and evaluate organisational achievements.

An extensive breakdown of these summarised responsibilities is listed in the MSNZ Constitution (15. Duties and Powers of the Board).

Each Board Member shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Board Members with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Board.

Each Board Member is a fully accountable member of the Board.

### STRUCTURE OF THE BOARD

In accordance with the Constitution of MotorSport New Zealand Inc dated May 2018, the Board shall comprise of six members, four of which (including the President) are to be elected at the AGM with two members to be appointed by the Board.

### APPOINTMENT & TENURE

An elected board member is elected for a term of three years, and may stand for re-election for a further two consecutive terms.

An appointed board member is appointed for a term of three years, and may be re-appointed for a further two consecutive terms.

Board member positions are voluntary. Actual and reasonable expenses incurred in the conduct of MSNZ business will be reimbursed (some expenses may be subject to pre-approval).

### TIME COMMITMENT

The Board meets bi-monthly, and on other occasions as required, with meetings typically lasting 8-12 hours. It is expected that Board Members are prepared for meetings by reading in advance of each meeting the papers that are circulated.

There is also discussion and correspondence between Board meetings, usually by telephone

and/or email.

It is expected that Board Members take an active role in leading portfolio areas that represent an area of expertise or interest.

### **CONFLICT OF INTEREST**

Ideally the Board Member should be free of any conflicts of interest, however where conflicts of interest are identified the Board Member is obligated to make these known and ensure these are recorded in the Conflicts of Interest Register.

### **DESIRED EXPERTISE**

Expertise in any or more of the following areas are desired of Board Members:

- General business, and how it relates to volunteer bodies;
- Sports governance with a particular interest/empathy to motor sport;
- Marketing, communications and IT;
- Legal;
- Health & safety;
- Financial management; and/or
- Facility management.

The board may require other areas of expertise from time to time which will be considered when appointing Board Members.

### **PERSONAL ATTRIBUTES & SKILLS**

The Board Member should ideally have the following attributes and skills:

- Strategic:
  - To appreciate and support the organisation's Vision, Mission and Objects and be committed to a better future for motor sport in New Zealand;
  - To understand the position of the organisation in its environments and its relationship to key stakeholders, including Member Clubs, licence holders, circuit/venue owners/providers and corporate partners, as well as to the FIA;
  - To ensure that strategies are adopted and processes implemented that will deliver desired outcomes for the organisation and motor sport in general;
  - To look beyond the short-term and ensure that the Board adopts a longer-term approach to motor sport as a whole and its various disciplines;
  - To provide leadership in the exploration of strategic issues rather than becoming distracted by administrative detail; and
  - To see the big picture and the implications and impact of issues in the broader sense.
- Governance:
  - To develop, review and monitor the implementation of governance level financial policies;
  - To consider and approve, where appropriate, expenditure outside budget parameters;
  - To review and approve the full year financial statements, reports and outcomes;
  - To receive and approve the Audit and Risk Committee's annual plan and scheduled reports;
  - To ensure that robust risk management policies and processes are developed and monitored addressing all areas of organisational risk and that the Board is kept abreast of all key organisation risk areas and strategies in a timely manner; and
  - To ensure that compliance with the constitution and other guiding documents is respected

- General:
  - To make sensible, astute recommendations and business decisions;
  - To interpret both factual and conceptual information and make sound judgements based on that information;
  - To be able to distinguish between the separate, but complementary roles, of governance and management; and
  - To be a valued team member who adds value to the Board and MSNZ.
- Motor Sport:
  - Knowledge of and/or experience in motor sport, while useful, is not essential. It is considered advantageous for the Board to have varied levels of knowledge and/or experience in motor sport amongst the Board Members.
- Analytical:
  - To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
  - To set goals and meet deadlines;
  - To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
  - To remain objective and measured under pressure.
- Social:
  - To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
  - To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
  - The strength of character to maintain an independent point of view when others disagree.

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*Chair's signature*

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*Board Member's signature*