



# BOARD MATRIX

As at Sep 2017

## Aims and goals

The New Zealand Institute of Surveyors (NZIS) is a professional support organisation for the surveying and spatial information sector, with a 129-year history. Our vision is set out in the 2015-2020 Strategic Plan:

### NZIS vision

NZIS is an internationally recognised professional organisation that promotes growth, innovation, excellence in all facets of surveying and spatial in New Zealand.

### NZIS mission

To lead and foster a vibrant sector that allows the surveying and spatial profession to grow, and positively influence our communities.

The Board is responsible to Council and the membership for the organisational health and prosperity of NZIS. The Board sets the medium term direction of NZIS and monitors management's performance on behalf of stakeholders. The Board fulfills its responsibilities by establishing and ensuring:

- the strategic direction;
- the relevance of policies and the appropriateness of the ways in which products, programs and services are provided;
- that NZIS has the capacity to implement policy and to manage its affairs;

- organisational risks of all types are understood and that policies are in place to manage these risks;
- that NZIS goals and accomplishments, and the choices that were made in pursuit of those goals, are adequately communicated and explained to Council and members.

## **Makeup of the board**

The NZIS Board has a membership consisting of two independent directors and four NZIS member directors. Directors are appointed by the Council. The NZIS President and CEO attend all meetings but are not members of the board and have no voting rights. A chairman is elected annually by the board members.

## **Board skill sets**

As an overall target the board membership should contain or have reasonable access to the following skill sets. It is stressed that this skill set is the ideal picture of the whole board, not of any one individual:

- Intimate knowledge and operational understanding of NZIS and its core surveying and spatial activities;
- Strong local and national community connection, credibility and networks;
- Leadership experience;
- Business acumen;
- Strategic Planning experience and understanding (commercial and not for profit);
- Experience in marketing;
- Knowledge of legal issues relating to business or the not for profit sector;
- Knowledge and experience in risk management, finance, economics or accounting;
- Good understanding of the principles of Governance and Management;
- Experience in communications, Human Resources or Public Relations;
- Strong profile in government and corporate circles.
- Experience with not-for-profit style commercial partnerships and relationship building.

## Other issues of note

1. Face to face Board meetings take place on up to six occasions per year and are of one day duration. Meetings are generally held in Wellington. The Board may also meet by teleconference on two or three occasions to consider specific items of business falling outside the meeting schedule. Board members may also be required for sub-committee meetings and events important to NZIS. The Chair or Deputy Chair will represent the board when required.
2. NZIS appointed board members will, in general terms, be appointed for a three year term or as outlined in the NZIS Constitution.
3. NZIS board members are currently unpaid directors with all NZIS expenses covered.
4. A long term focus is for a good gender balance on the board.

## NZIS Council

## Appendix 1

### Advertisement



#### Role: Independent Director

In support of the organisations objectives for growth, innovation and excellence in the surveying and spatial professional environment, NZIS is seeking applications for appointment as an independent director on the Board of NZIS. The term of appointment is for three years, with a maximum of three terms. There are six directors in total. Two of whom are required to be independent of NZIS membership.

The Board is responsible to Council and the membership for the medium-term health and prosperity of NZIS, in accordance with the Strategic Plan objectives and vision. The directors set the direction of NZIS and monitor management's performance on behalf of the NZIS Council and stakeholders.

In addition to core skills of commercial experience, governance, risk management and strategic planning, the Board requires a person with an affinity to the surveying and spatial profession although specific experience in the profession is not essential for this appointment.

Particular areas of expertise that would make a valuable contribution to the Board at this stage include a strong background and experience in marketing, brand development and relationships. As of November there will be no women on the NZIS Board and a strong preference will be given towards creating gender diversity. To obtain a copy the Board Skills Matrix, NZIS strategic plan or any other information please contact the CEO at: [hadynsmith@surveyors.org.nz](mailto:hadynsmith@surveyors.org.nz)

All applications are confidential and must contain an applicant's CV. They close on 29<sup>th</sup> September 2017. The appointment will be made public on the NZIS website following confirmation by Council.