POSITION DESCRIPTION

NZISM
New Zealand Institute of Safety Management

Position Title:	**NZISM Director**
Organisation:	The New Zealand Institute of Safety Management (NZISM)
Reports to:	Chair of the Governance Board

Main Purpose

The purpose of this position is to provide effective governance of the NZISM and to represent our members and stakeholders. Our vision is to lead the way for the health and safety profession.

Background

Created as an incorporated society in 1972 the New Zealand Institute of Safety Management (NZISM) represents the interests of health and safety practitioners and professionals who work in private or public sector organisations or as consultants in a multitude of industries throughout New Zealand. We also assist in determining standards for health and safety in New Zealand and consulting with government agencies such as WorkSafe, MBIE either directly or through our membership of the Health and Safety Association of New Zealand (HASANZ).

The Role:

The Board and CEO are collectively responsible for the success of the organisation. The Board's role is to:

- Provide entrepreneurial leadership of NZISM within a framework of prudent and effective controls which enable risk to be assessed and managed;
- Set the organisations strategic aims, ensure that the necessary financial and human resources are in place for the organisation to meet its objectives, and review management performance; and
- Set the organisations values and standards and ensure that its obligations to its members and others are understood and met.
- To provide assurance that the key systems and processes are fit for purpose and operating effectively.

Deliverables:

In your role as a Director, you shall also be required to:

- constructively challenge and help develop proposals on strategy;
- scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- satisfy yourself on the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- devote time to developing and refreshing your governance knowledge and skills;
- uphold high standards of integrity and probity and demonstrate appropriate culture, values and behaviours in the boardroom and beyond;
- insist on receiving high-quality information sufficiently in advance of Board meetings;
- take into account the views of members and other stakeholders where appropriate;
- make sufficient time available to discharge your responsibilities effectively;
- exercise relevant powers under, and abide by, the Constitution and the Incorporated Societies Act;
- disclose the nature and extent of any direct or indirect interest you may have in any matter being considered at a Board or committee meeting and, except as permitted under the Constitution you will not vote on any resolution of the Board, or of one of its committees, on any matter where you have any direct or indirect interest;

• immediately report your own wrongdoing or the wrongdoing or proposed wrongdoing of any employee or other director of the organisation of which you become aware to the Board Chair; • exercise your powers as a director in accordance with the organisations policies and procedures; and • not do anything that would cause you to be disqualified from acting as a director.	
Working Relationships:	**Internal:** • Governance Board members • Chief Executive Officer • Senior Leadership Team **External:** • NZISM members and supporters • Industry stakeholders
Desirable skills and abilities:	• Experience working with professional membership organisations • strong understanding of cultural competencies • strategy design and development • strong financial management capacity
Attributes required:	• Leadership qualities; operates with integrity and confidentiality; • connects with others; is a team player who enjoys working with others, building trust and delivering together; • customer focused; understands we are a membership organisation and exist to benefit our members and the workers and industries they represent; • resilient; composure, grit and a sense of perspective; • self-aware; able to analyse, adapt and change; • honest and courageous; can deliver difficult messages and is prepared to voice unpopular opinions, when it is the right thing to do; • goal focused; likes achieving ambitious goals; • curious; likes to see how to do things differently.
Time requirement	You will be expected to devote such time as is necessary for the proper performance of your duties. Overall, we anticipate that you will spend a minimum of 6 days per year on work for NZISM. This will include attendance at quarterly virtual Board meetings, the AGM, and one annual Board day a year in person. In addition, you will be required to consider all relevant papers before each meeting. Unless urgent and unavoidable circumstances prevent you from doing so, it is expected that you will attend the meetings outlined in this paragraph. The nature of the role makes it impossible to be specific about the maximum time commitment. You may be required to devote additional time to the organisation in respect of preparation time and ad hoc matters which may arise and particularly when NZISM is undergoing a period of increased activity. At certain times it may be necessary to convene additional Board meetings.
Remuneration & Insurance	These roles are voluntary with travel expenses covered and a small honoraria payment. NZISM Directors are covered by D&O insurance.