



## NOMINATION FORM

**For nomination to stand for election to the  
Executive Committee  
of the Dominion Road Business Association  
At the Annual General Meeting held on 17<sup>th</sup> October 2024**

**Nominated position:**

Please tick one

Executive Committee

I (individual's name)

wish to stand for election to the Dominion Road Business Association's Executive Committee

Signature:

Member Business:

Address:

Name of nominee:

Contact phone/email:

1<sup>st</sup> Nomination by:

Signature:

Member name:

Member Business:

Address

Contact phone/email:

2<sup>nd</sup> Nomination by:

Signature:

Member name:

Member Business:

Address

Contact phone/email:

To be considered for election please return this nomination form to the Manager by emailing this form to: [manager@dominionrd.co.nz](mailto:manager@dominionrd.co.nz)

**Nominations must be received no later than 5pm Thursday 10<sup>th</sup> October 2024.**

Nominations may be called from the floor at the AGM if there are insufficient nominations received by this date. Up to 11 positions are available.

# Roles and Responsibilities

The role of the Board is to provide good leadership to ensure the organisation performs and achieves its objectives. The Executive Committee or Board is also required to set the purpose or vision and long-term goals of the organisation, the strategy to achieve the vision, monitoring the implementation of the strategy and encouraging professional standards.

The roles have legislated responsibilities, such as the Incorporated Societies Act 1908 requirement to submit annual financial statements to the Registrar of Incorporated Societies, and the Charities Act 2005 (if also registered as a charity) requirement to file an annual return including financial statements with the Companies Office. In addition to legislative requirements, there are requirements set out in the constitution/trust deed/rules of the organisation.

The Executive Committee/Board may delegate responsibilities to the manager however the board remains responsible for oversight of management.

The core functions of the Executive Committee/board include:

- Articulation of organisational values
- Setting strategic direction – evidenced by a strategic plan which includes resource implications, accountabilities and timeframes. This may include reviewing an existing plan and also the development of an annual business plan.
- Monitoring of management and organisational performance against that strategy – mainly through board reporting
- Recruiting and evaluating the CEO or manager (if the organisation has one), including clearly defining the role of and performance measures for the CEO or manager – evidenced by an agreed position description and performance agreement
- Being accountable to stakeholders/shareholders – evidenced by robust transparent processes, regular reporting and strong relationships with stakeholders/shareholders
- Ensuring sound financial reporting and practices, including adherence to a delegations framework – evidenced by timely financial reporting and unqualified accounts
- Ensuring the organisation operates to an appropriate policy framework
- Ensuring risk is managed – evidenced by regular reports to the board on implementation of a board approved risk plan
- Planning the workload of the board – the work of the board is set out in a board work plan
- Regular board evaluation

Individual board members as individuals must:

- Maintain awareness of the organisation and the environment in which it operates
- Contribute to the work of the board including setting strategy, approving budgets and major organisational decisions, CEO appointment and evaluation
- Consistently prepare for, attend and contribute in board and committee meetings
- Review minutes in a timely manner
- Exercise independent judgment within a team environment
- Build an atmosphere of trust and collegiality that assists in consensus decision-making
- Participate where required in stakeholder activities
- Participate in board evaluation and undertake ongoing professional development
- Maintain high personal conduct standards
- Maintaining and observing confidentiality
- Declaring conflicts of interest