

Policy: Council
Title: Terms of Reference (including Position Descriptions)
Objective: To manage the affairs of Orienteering NZ, including keeping a record of income and expenditure which shall be presented at every annual general meeting.

Procedures:

1. Council Authority

The Council is the legal authority for Orienteering NZ. Council is responsible for the governance of ONZ and the exercise of all powers of ONZ (except those that are restricted by this Constitution). Such powers may also be delegated by Council to such other persons as it determines.

2. Council Governance

The role and responsibilities of Council shall be to provide good governance to Orienteering NZ. Council may set out further responsibilities in a Council policy.

Governance focuses on Orienteering NZ's wider issue of vision and mission. The Council shall work in close partnership with the General Manager to ensure the management of Orienteering NZ's objectives and goals are achieved, supporting and resourcing the General Manager to carry out these responsibilities. In order for Council members to carry out their governance role they must be familiar with Orienteering NZ's policies, plans and priorities and be able and prepared to demonstrate this familiarity through debate and participation in all areas of the Council's responsibilities.

3. Requirements for Council Membership

- A commitment to work for the greater good of Orienteering NZ.
- Council members will bring knowledge, expertise and influence relevant to Orienteering NZ's affairs.
- Council members may be required to serve on one or more Council committees or working parties. There is an expectation that Council members will make every effort to attend all Council meetings and devote sufficient time to become familiar with Orienteering NZ's affairs and the wider environment within which it operates.

4. Council-Level Policy

In order to fulfil its governing role of providing a framework for Orienteering NZ's operations, yet at the same time maintaining its distance from the operational processes, the Council develops and monitors council-level policies, plans and objectives which provide direction and boundaries for both its own and the General Manager's functions.

The Council will develop the following council-level policies:

- Framework policies – encompassing the vision and mission statements, Orienteering NZ's values, constitution, rules and any other legal frameworks.
- Governing process policies – describing the way the Council carries out its governing role including its policy on use of committee and meeting processes.
- Council/General Manager policies – defining the boundaries of the relationship between the Council and the General Manager.
- Operational limitations and other operational policies – providing the framework for the operational management of Orienteering NZ.

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5. Effectiveness Evaluation

The Council will undertake an assessment of its effectiveness on an annual basis at the Council meeting prior to the AGM based on the achievement of its own plans established for the year and on the fulfilment of its responsibilities as defined in the Terms of Reference and in its policies.

6. Term of Office

Appointments will be for the period as defined by the Orienteering NZ Constitution.

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CHAIR

Position Description

Tenure	1 year. At each AGM of Orienteering NZ the Chair shall retire but shall be eligible for reelection.
Purpose	The Chair provides leadership to the Council, ensuring the Council's processes and actions are consistent with its policies. As appropriate, the Chair represents the board and the organisation to outside parties. The Chair is expected to promote a culture of stewardship, collaboration and cooperation, modelling and promulgating behaviours which define sound Council membership.
Personal qualities	The Chair should have: <ul style="list-style-type: none">• Excellent communication skills.• Sound interpersonal skills, as the role requires extensive liaison with many people both within and external to the sport.• The ability to make decisions, organise, manage volunteers and delegate tasks where appropriate.• The capacity to professionally represent the organisation to others.• A commitment to Orienteering NZ's Mission, Constitution and Plans, and a genuine desire to improve the sport's standing in the community.
Remuneration	This is a voluntary role. Cost of travel will be funded by the Orienteering NZ. Direct expenses will be paid on provision of receipts and only within the budget allowance, as agreed.

Principal Tasks & Performance Expectations

Provide leadership

- ensure periodic review of Management and Strategic Plans is undertaken.
- promote discussion of issues affecting orienteering
- maintain contact with members and volunteers at all levels within Orienteering NZ
- solicit opinions of specialists and ordinary members
- promote active participation of volunteers
- engender forward thinking about future developments of the sport

Act as chair of meetings

- preside at Annual and Special General Meetings
- preside at Orienteering NZ Council and Executive meetings
- ensure all Council members are treated even-handedly and fairly; and
- ensure all Council members are encouraged and enabled to make a contribution to the Council's deliberations.

Provide leadership of Orienteering NZ by representing its members to

- IOF associations, and attend such meetings as necessary

Effective Date: