

8. Appointment to a Board committee or external group

A. Background

The Board is responsible for ensuring that the reputation of NZSTA is protected and enhanced by any person representing the Association.

It is essential for NZSTA to be represented on external groups to ensure the views of school trustees are heard and their needs are taken into account in the formulation of policy and educational initiatives. There are also occasions when a committee can act more effectively than the full Board.

In these circumstances it is necessary for the Board to appoint an individual or a committee to:

- *represent the views of the Association,*
- *keep the Board informed about current discussions or proposals, or*
- *work through the detail of issues before the Board.*

This policy identifies the requirements and accountabilities for an individual or a committee appointed to promote, represent or further the interests of the Board on an internal or external group.

This policy should be read in conjunction with 1a – Policy definitions.

B. Strategic direction

The integrity of NZSTA and its governing Board will be maintained at all times.

The function of a person delegated to represent NZSTA on any committee or group is to promote, represent and further the interests of the Board. In discharging this function they may give voice to the Board's stated position(s) and gather information for the Board. The authority to make decisions or policy remains with the Board.

The function of a Board committee is to solve problems for and/or make recommendations to the Board. The Board uses committees only when there is compelling reason to believe that the work to be undertaken:

- cannot be effectively done by the full Board, or
- is not an effective use of the Board's time.

C. Operational requirements

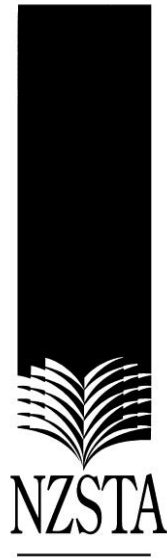
1. Appointment of Board committees

1. The Board has the authority to establish committees and short-life working parties to assist in its own work.
2. As a general rule, the Board will establish a committee only in response to its own work plan.

Limits of authority

3. The Board must develop a terms of reference for each committee, clearly defining its role, procedures and functions, and the boundaries of its authority.

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4. Every committee is automatically disestablished once it has completed its work in accordance with its terms of reference, and reported to the Board.
5. A committee may only make decisions that are binding on the full Board if that power has been formally delegated to the committee by a meeting of the full Board.

Appointment of non-members to a Board Committee

6. A committee may only delegate tasks to an NZSTA employee or contractor with the prior approval of the General Manager.
7. Where an NZSTA employee or contractor is involved in a committee of the Board, their role is to advise and assist the committee to do its work, not to bring their work to the committee.
8. Co-option of any committee member who is not a member of the NZSTA governing Board in order to bring additional skills, experience, or contacts to a committee must be approved by the Board before that person is invited to join the committee.

Reporting to the Board

9. For each Board committee the Board specifies at the time of establishment when and how the committee is required to report to the Board.

2. Appointment to external groups

10. The Board delegates to the President authority to determine representation of NZSTA on external groups taking into account the Board's expectation that any person representing NZSTA on an external group:
 - a. has some expertise or knowledge relevant to that particular group,
 - b. maintains an up-to-date knowledge of NZSTA and its current status,
 - c. is a current members of an NZSTA member board,
 - d. maintains a high professional standard at all times,
 - e. consults with the President as to the NZSTA stance or position prior to attending these meetings and acts consistently with that consultation,
 - f. provides input at such meetings that accurately reflects the position of NZSTA and its membership and not of a personal nature, and
 - g. uses the opportunities provided to enhance NZSTA's position and views within that group.

Limits of authority

11. Only a person appointed by the President may legitimately claim to represent NZSTA on any external group or committee.
12. Any person receiving an invitation or request from an external group to participate on behalf of NZSTA or as representing the interests of trustees must refer the request to the President.
13. Appointment to represent NZSTA on an external group is a specific delegation at the discretion of the President and applies only to the group or committee specified, until such time as it expires, or is revoked by the President.

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Appointment of non-members

14. If there is difficulty finding a current NZSTA member with relevant expertise to represent NZSTA on an external group then the President may consider appointing a non-member who fulfils the other requirements of this policy.
15. Costs of attending external group meetings on behalf of the NZSTA Board are covered by NZSTA when they are:
 - a. approved in advance by the Board,
 - b. to pay for air fares, accommodation, taxi fares, meals,
 - c. within NZSTA's financial policies and operational processes, and
 - d. actual and reasonable.
16. A daily meeting allowance in line with the Board's financial policy may also be paid.
17. Where costs are reimbursed by the external group, the Board may make an additional payment if:
 - a. this is required to ensure there is no financial loss to the NZSTA representative, and
 - b. it is otherwise within the terms of this policy.

Reporting to the Board

18. The NZSTA representative on any external group is required to submit their own written report (not the minutes of the meeting) to debrief the President following each group meeting. This report should summarise:
 - a. the outcome of the meeting,
 - b. any issues arising from the meeting that may be relevant to NZSTA, and
 - c. any recommended actions for the President or NZSTA Board.

The formal minutes of the meeting may be provided in addition to this report if appropriate, but they are not an acceptable substitute for the NZSTA representative's own report.

Reviewed and approved by the Board

On this date:	14 March 2014
Signed on behalf of the Board	Lorraine Kerr President

