

Governance Policy and Job Descriptions

Version 3.1 (5 September 2009)

1 Policy Aims

This policy aims to set out the manner in which the NZISA will be governed. The aims of the governance model are to:

- Enhance organisational performance and reduce workloads on volunteers,
- Strengthen the confidence of members,
- Enhance member satisfaction and understanding through transparent decision-making, and to
- Improve rates of volunteerism and satisfaction.

2 Documents

The documents that govern the NZISA are:

- Constitution
- NZISA Code of Ethics / ISU Code of Ethics / Coaches Code of Ethics
- Policy Documents
- Rules and Regulations
- Approved Procedures

All decisions and actions of Council must be consistent with all of the above documents.

The documents govern the organisation in the order shown above, such that any document below another document in the list above must be consistent with the documents above it.

Where any inconsistency exists, the rules from the higher document shall be used in decision-making.

In addition, a Strategic Plan is used to guide the creation and change of policies and the prioritisation of efforts and resources. The Strategic Plan will be reviewed annually by the NZISA Council.

3 Policy-Based Decision-Making

The NZISA shall endeavour to put into place written policies to cover all areas of decision-making and to codify standard practices.

As much as possible, policies should be objective, that is, they should leave as little as possible to discretion. Where policies must be subjective the policy should set out criteria for evaluation and include guidelines for applying the criteria.

4 Policy Document Change Process

Changes to Policy Documents may be made at any time by Council informing member clubs of changes it intends to make to a policy and the rationale for such changes.

Members must be given a minimum of four clear weeks to submit responses, which must include a rationale, to the suggested changes. Council shall consider each response and either approve it, alter and approve it, or reject it. If a response is altered or rejected Council shall inform the member of the reasons for the alteration or rejection. Council may not consider suggested changes to a Policy Document that are outside the scope of the original intended changes.

Changes to Policy Documents (or any other governing document) may also be made at a General Meeting through the remit process described in the Constitution.

Members may make submissions by proposing changes to Policy Documents or the Rules and Regulations or the creation of new Policy Documents by making a submission in

writing to the NZISA Secretary or through the Policy Submissions forum on the NZISA website. Such submissions shall include a rationale. Council shall consider all submissions when the policy is next reviewed and either approve a submission, alter and approve it, or reject it. Approved submissions shall be collated and sent to members for their consideration in the same manner as for changes initiated by Council.

5 Policy Exceptions

No action or resolution of Council may be inconsistent with a Policy Document except where either:

- 1) Council believes the existing Policy did not take into consideration the current circumstances; or
- 2) intended changes to the Policy have been sent to members for consideration and the resolution is consistent with these intended policy changes;
- 3) and the resolution was passed by a two-thirds vote of the NZISA Council.

If Council takes an action or resolution under this section, a rationale must be provided to members as soon as possible. The inconsistency and rationale should be considered when the Policy is next reviewed so that the Policy can be rectified if necessary.

6 Timeline for and Process of Changes to Rules and Regulations

May-July:	Technical Committee draft rule changes
August:	Draft of Rules and Regulations to Skating Community for feedback/submissions
Sept/Oct:	At NZ National Championships – Forums to discuss rules, future directions, development. Draft Rules and Regulations finalised
Oct/Nov:	Rules and Regulations to Council for approval two weeks prior to Council meeting
Dec:	Rules and Regulations printed and distributed

7 Job Descriptions

The NZISA shall maintain and append job descriptions as an appendix to this policy for all elected officers and portfolio holders. These job descriptions shall set out duties and responsibilities, desirable experience and estimated time required for the job.

Job descriptions should be aligned with the strategic plan, so that all objectives in the strategic plan have been assigned to an individual or group.

Volunteers and staff shall be responsible for carrying out and following the policies of the organisation. The NZISA Council maintains full control over the organisation and job descriptions do not confer any special powers to an individual or group. All actions carried out by the job-holder must be explicitly allowed by the Constitution, another Policy Document, the Rules and Regulations, approved procedures or a resolution of Council.