

Governance Policy and Job Descriptions

Version 1.0 (29 March 2008)

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
- 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. Changes to the Strategic Plan should be made in accordance with the rules governing changes to Policy Documents.

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 two 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. 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. If a submission is altered or rejected Council shall inform the member of the reasons for the alteration or rejection. 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:

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

6 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.

NZISA President Job Description

The President is the principal leader of the New Zealand Ice Skating Association and has overall responsibility for NZISA's administration.

The President sets the overall annual Council agenda (consistent with the views of members), helps the Council prioritise its goals and then keeps the Council on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Council meetings and communication with members and the wider community.

Responsible To

The President is elected by the members and responsible for representing the views of the members and other stakeholders.

Responsibilities and Duties

The President should:

- manage Council meetings;
- manage the annual general meeting;
- represent the NZISA at national and international levels;
- initiate and be responsible for the content of regular written communication with the members;
- assist in ensuring that important work and responsibilities are completed, including ISU "Obligations of Members";
- act as a facilitator for NZISA activities;
- work with SPARC and other agencies to assist in creating and adapting policies and requirements to meet our needs as well as theirs;
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the Constitution, policy and by-laws, and obligations to the ISU and the duties of all office holders and committees; and
- is a supportive leader for all the organisation's members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of the NZISA is 20 hours per week. However, workload will often exceed this during busy periods.

The President is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZISA Secretary Job Description

The Secretary is the chief administration officer of the NZISA. This person provides the coordinating link between members, the Council and outside agencies.

The secretary is directly responsible to the Council and the members and stakeholders of the NZISA.

Responsibilities and Duties

The Secretary should:

- prepare the agenda for NZISA meetings in consultation with the President with input from other Councillors;
- make arrangements including venue, date, times and hospitality for NZISA meetings;
- send adequate notice of the meetings;
- collect and collate reports from office bearers;
- call for and receive nominations for Council, committees and other positions for the NZISA AGM;
- take the minutes of meetings and write up the minutes as soon as practical;
- read, action and file correspondence promptly;
- forward relevant information to Council, the Technical Committee or to clubs, officials, coaches or the members' eLists as appropriate;
- ensure that copies of all documents that contain financial or monetary information are forwarded to the Treasurer;
- maintain registers of affiliated organisations and their addresses, and life members' names, occupations and addresses;
- maintain files of legal documents such as constitutions, leases, contracts and titles;
- act as the public officer of the NZISA liaising with members of the public, affiliated bodies and government agencies;
- other tasks: respond to general duties as directed by the NZISA Council.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of the NZISA is 30 hours per week. However, workload may exceed this during busy periods.

The Secretary is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZISA Treasurer Job Description

The Treasurer is the chief financial management officer for the NZISA.

Responsible To

The Treasurer is directly responsible to the Council, members and stakeholders of the NZISA.

Responsibilities and Duties

The Treasurer should:

- keep the NZISA's books up-to-date;
- send out invoices;
- pay only bills and expenses which have been authorised by policy, by-laws, rules or a resolution of Council;
- ensure that membership fees to the ISU are paid on time;
- sign and file the GST returns;
- keep a proper record of all payments and monies received;
- prepare a budget, update it regularly, and keep Council informed on the situation;
- make sure financial reports are produced and understood at all Council meetings (and include event income and expenditure reports for all major NZISA events);
- provide copies of bank statements and a reconciliation report for all Council meetings;
- show evidence that money received is banked and documentation provided for all money paid out;
- ensure that information for an audit is prepared each year;
- arrange the audit;
- produce an annual financial report;
- file the annual financial statements with the Companies Office;
- prepare and file reports with the ISU on grants made to competitors and officials (within 2 months);
- prepare (part B of) the ISU "C" Contribution report (due by 1 November each year); and
- receive competition entries for Nationals and other NZISA-run competitions and create lists of competitors for the club/committee hosting the event.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- well organised;
- able to allocate regular time periods to maintain the books;
- knowledgeable in accounting principles and GST;
- able to keep good records;
- aware of information which needs to be kept for the annual audit; and
- is experienced with MYOB software.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of the NZISA is 20 hours per week. However, workload will often exceed this during busy periods.

The Treasurer is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZISA Councillor / Vice-President Job Description

The NZISA Councillors (including the Vice-Presidents) are responsible along with the other officers on Council for the administration of the NZISA. The Vice-Presidents have the additional role of taking over the role of the President at times when the president is unavailable.

Responsible To

The Council and members and stakeholders of the NZISA.

Responsibilities and Duties

A Councillor or Vice-President should:

- participate in the review and creation of policy; and
- take on one or more portfolios.

The Vice-Presidents have the additional responsibilities of:

- taking over the President's role when he/she is unable.

Knowledge and Skills Required

Ideally a Councillor or Vice-President is someone who is:

- well organised; and
- knowledgeable in the NZISA and ISU rules.

Additionally, the Vice-Presidents are people capable of:

- leading the organisation if the President is unable.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of the NZISA is 10 hours per week. However, workload will often exceed this during busy periods.

The Councillor/Vice-President is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

National Technical Committee Chairperson Job Description

The TC Chairperson is the principal leader of the NZISA Technical Committee and has overall responsibility for Technical Committee's administration.

The TC Chairperson sets the overall annual Technical Committee agenda (consistent with the views of members and the NZISA Council), helps the Technical Committee prioritise its goals and then keeps the Technical Committee on track by working within that overall framework. At the operational level, the major function of the TC Chairperson is to facilitate effective Technical Committee meetings.

Responsible To

The TC Chairperson is elected by the Technical Committee and responsible for representing the views of the stakeholders and the NZISA Council and in ensuring that directives from Council are carried out. Unless directed otherwise by a resolution of Council or by Policy, the Technical Committee always reports to the NZISA Council.

Responsibilities and Duties

The TC Chairperson should:

- chair National Technical Committee meetings;
- ensure that all TC Portfolios are assigned; and
- act as a facilitator for Technical Committee activities.

Knowledge and Skills Required

Ideally the TC Chairperson is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a working knowledge of the Rules & Regulations, ISU Regulations, Constitution, Policy and by-laws and the duties of all office holders and committees; and
- is a supportive leader for all the organisation's members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the TC Chairperson of the NZISA is 2-4 hours per week. However, workload will often exceed this during busy periods.

The TC Chairperson is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

National Technical Committee Secretary Job Description

The National TC Secretary provides the coordinating link between members, the Technical Committee and Local Technical Committees.

The National TC Secretary is directly responsible to the Technical Committee. Unless directed otherwise by a resolution of Council or by Policy, the Technical Committee reports to the NZISA Council.

Responsibilities and Duties

The Secretary should:

- prepare the agenda for National Technical Committee meetings in consultation with the National Technical Committee Chairperson and the members of the Technical Committee;
- process medal test report forms and TC registrations (as needed);
- print and distribute Medal Test Certificates;
- distribute new ISU Communications to members and inform them of the date they will become effective;
- assist club (competition/test) secretaries to file medal test report forms and TC registration forms;
- make arrangements including venue, date, times and hospitality for National Technical Committee meetings;
- make arrangements including venue, date, times for forums around Nationals;
- send adequate notice of the meetings;
- collect reports from Technical Committee members and forward to Council as appropriate;
- take the minutes of National Technical Committee meetings;
- prepare Nationals and selection competition announcements for approval by the committee;
- be directly responsible for correspondence on the following matters;
 - requests for judges for National Championships, selection competitions, and sub-association competitions, and
 - suggested changes to the rules;
- attend forum meetings at Nationals;
- prepare regular technical committee reports to be forwarded to the Council providing information on test passes, competition results and other issues and activities within the Technical Committee;
- prepare reports of judges travel to tests so travel reimbursements may be made; and
- prepare, in consultation with the committee, the annual Technical Committee report for the AGM.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised and can delegate tasks;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the NZISA Rules and Regulations and the ISU Regulations.

Estimated Time Commitment Required

The estimated time commitment required as the Technical Committee Secretary is 10 hours per week. However, workload will often exceed this during busy periods.

The Technical Committee Secretary is appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Local Technical Committee Secretary Job Description

The Local Technical Secretary provides the coordinating link between members and the local and national technical committees.

The secretary is directly responsible to the local area Technical Committee and to the National Technical Committee.

Responsibilities and Duties

The Local TC Secretary should:

- work with local clubs (and sub-associations) to arrange medal tests, and organise the judges for such tests;
- prepare judges sheets for medal tests and competitions held under NZISA rules;
- make arrangements including venue, date, times for local Technical Committee meetings;
- send adequate notice of the meetings;
- collect reports from Technical Committee members and forward to the National Technical Committee secretary;
- take the minutes of local Technical Committee meetings;
- be directly responsible for correspondence on the following matters and to forward correspondence to the National Technical Committee Secretary when needed;
 - questions regarding the rules or interpretation of the rules;
 - requests for judges for club or sub-association Championships; and
 - suggested changes to the rules;
- attend meetings of the full Technical Committee and forum meetings at Nationals;

Knowledge and Skills Required

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised and can delegate tasks;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the NZISA Rules and Regulations and the ISU Regulations.

Estimated Time Commitment Required

The estimated time commitment required as the Technical Committee Secretary is 1-2 hours per week. However, workload will often exceed this during busy periods.

The Technical Committee Secretary is appointed by the local technical committee for an approximately 1 year term until the next NZISA AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy Documents.

Technical Committee Member Job Description

The NZISA Technical Committee is responsible for advising the Council on matters regarding rule changes, for organising officials for competitions, and for processing TC registrations and Medal Test Report Forms.

All Technical Committee members serve on the National Technical Committee and their local Technical Committee.

Responsible To

The Council, the clubs and members of the NZISA.

Responsibilities and Duties

A Technical Committee member should:

- attend local-area technical committee meetings;
- attend National technical committee meetings;
- participate in the review of and suggesting changes to the NZISA rules and regulations;
- organise judges for local competitions and tests;
- take on two or more portfolios.

Knowledge and Skills Required

Ideally a Technical Committee member is someone who is:

- knowledgeable in the NZISA and ISU rules.

Estimated Time Commitment Required

The estimated time commitment required is 1-3 hours per week. However, workload will often exceed this during busy periods.

Technical Committee members are appointed for an approximately 1 year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZISA Anti-Doping Portfolio

The Anti-Doping Portfolio holder(s) are responsible for.

The Member or Member(s) Holding this Portfolio are Responsible To

The NZISA Council, skaters and coaches.

Responsibilities and Duties

The Anti-Doping Portfolio holder(s) should:

- be informed on the rules and regulations surrounding anti-doping, both within New Zealand and at ISU and other international competitions and events;
- be proactive in obtaining and distributing information to skaters, officials, and coaches;
- ensure that the Council understands any obligations with regards to anti-doping requirements;
- ensure that therapeutic-use exemptions are filed by all skaters who may need them and that such exemptions make it to all the relevant authorities; and
- give talks and seminars on anti-doping as required.

Knowledge and Skills Required

Ideally the Anti-Doping portfolio holder(s) are someone who:

- can communicate effectively;
- is organised;
- understands the relationship between the NZISA, the ISU and anti-doping organisations; and
- is well informed of the rules regarding anti-doping and the procedures that must be followed both within New Zealand and Internationally.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

The Anti-Doping Portfolio is appointed indefinitely, but may be reassigned by Council at any time, particularly following an AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Judges and Technical Panel Development Portfolio

The Judges and Technical Panel Development Portfolio holder(s) are responsible for the continuing education of judges and technical panel officials.

The Member or Member(s) Holding this Portfolio are Responsible To

The NZISA Council, judges and technical panel officials.

Responsibilities and Duties

The Judges and Technical Panel Development Portfolio holder(s) should:

- print or obtain and distribute updated rules, clarifications, and education material to officials, observing all copyrights;
- develop testing programmes for all officials;
- advise the Council on regulations concerning the promotion, training, and recruitment of officials;
- organise seminars and training opportunities;
- monitor the progress, number and levels of officials and growth or reductions in same; and
- provide regular reports to Council.

Knowledge and Skills Required

Ideally the Judges and Technical Panel Development Portfolio holder(s) are someone who:

- have a high working knowledge of the both the ISU Regulations and NZISA Rules and Regulations;
- are senior judges, or ISU or International technical panel officials; and
- can communicate effectively.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 2 hours per week. However, workload will often exceed this during busy periods.

The Judges and Technical Panel Development Portfolio is appointed indefinitely, but may be reassigned by Council at any time, particularly following an AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

International Competition Entries Portfolio

The International Competition Entries Portfolio holder(s) are responsible for collecting, collating, completing and forwarding entries and pre-entry forms to the required organisation(s).

The Member or Member(s) Holding this Portfolio are Responsible To

The NZISA Council, skaters, and coaches.

Responsibilities and Duties

The International Competition Entries Portfolio holder(s) should:

- distribute announcements and entry forms to competitors who have been selected to participate in an international competition or who have expressed an interest in attending the competition;
- collect, collate, check and complete the entry forms and submit them prior to the deadline;
- file pre-entry forms as required, indicating the maximum reasonably possible number of skaters, coaches, judges, officials, and chaperones;
- where pre-entry forms or entries by numbers have been submitted, or places have been allocated, inform the ISU (and/or organising committee as required) of non-attendance of skaters or judges when necessary;
- submit revised forms when travel plans change or are finalised or when skaters or judges are unable to attend;
- for ISU Championships and other competitions where free tickets are available to members of Council, advise the Council and Technical Committee members of the opportunity; and
- copy the National Secretary on all communication.

Knowledge and Skills Required

Ideally the International Competition Entries Portfolio holder(s) are someone who:

- is organised; and
- has a scanner capable of producing multi-page PDF documents.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 2 hours per week during the international competitive season. However, workload may exceed this during busy periods.

The International Competition Entries Portfolio is appointed indefinitely, but may be reassigned by Council at any time, particularly following an AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Team Leader: International Events

The team leader is responsible for coordinating all activities of a team at an international event and assisting with their travel to and from the event.

The Team Leader is Responsible To

The NZISA Council.

Responsibilities and Duties

The Team Leader must:

- attend all team leader meetings at the event, and keep team members apprised of any relevant information from these meetings;
- coordinate and keep team members informed of any necessary changes to plans;
- travel with unaccompanied athletes under the age of 16 at all times unless accompanied by a chaperone;
- act impartially towards all team members;
- organise details of travel, accommodation, meals, and tickets while travelling to and from the event and while at the event;
- be responsible for the conduct of team members at the event;
- immediately inform the NZISA president of significant breaches of NZISA rules or agreements or of conduct that is inappropriate or which could jeopardise the ability of NZISA or its members to participate in future events; and
- provide a report on their activities at the event.

Knowledge and Skills Required

Ideally the Team Leader is someone who:

- is able to handle crisis situations as well as routine administrative tasks;
- is a team player, willing to work with all athletes, coaches, judges, parents, and administrators; and
- has knowledge of the NZISA rules and agreements surrounding international participation.

Estimated Time Commitment Required & Period of Appointment

The position of team leader is expected to occupy most waking hours while travelling to and from an event and while at the event. Team leaders are appointed for a single event.