

# Soil & Health Association of New Zealand

## 2018 *Nomination Form for the National Council.*

### Your vote counts!



All Soil & Health Association members are eligible to vote. If you subscribe to *Organic NZ* you may also be a member with voting rights – if unsure, contact the office as below. Your name and address on this voting paper is solely to confirm your membership.

How to vote:

1. Cut out or copy this voting paper and fill in your name and address.
2. Tick UP TO 4 nominees for National Council that you support.
3. Place a tick to indicate whether you support or oppose each of the 4 remits.
4. Post to the Returning Officer, Soil & Health Association, PO Box 9693, Marion Square, Wellington 6141, to arrive by 5 pm, 20 July 2018; OR vote at the AGM in person, OR place in a sealed envelope marked 'Ballot paper of (name of member)' and give to someone who is attending the AGM for them to give to the returning officer.

Contact for any queries: [manager@organicnz.org.nz](mailto:manager@organicnz.org.nz), 09 419 4536.

Member name \_\_\_\_\_

Member address \_\_\_\_\_

#### Soil & Health National Council candidates

To vote, place a tick beside the name(s) of UP TO 4 candidates. Voting papers with more than 4 ticks will be invalid.

- Steffan Browning
- Penelope Bundy
- Gaz Ingram
- Bailey Peryman
- Allan Richardson
- Marion Wood

#### Remits

##### Remit 1

- I support this remit
- I oppose this remit

##### Remit 2

- I support this remit
- I oppose this remit

##### Remit 3

- I support this remit
- I oppose this remit

# Role Description – National Council Member

## 1. Role

A National Council member is to provide effective governance and accept ultimate legal responsibility for the Soil & Health Association and to operate in good faith, with integrity and honesty in the performance of these duties.

## 2. Desired skills and attributes

- Understanding of the role of governance in a Not-for-profit and charitable organisation
- Knowledge and skills in one or more areas of governance: policy, finance, programmes, personnel, and advocacy
- Understanding of and commitment to the organisation's vision and mission
- Ability to gift approximately 4 hours a month to the performance of the role

## 3. Outcomes

This position reports to the Chairperson of Soil & Health Association.

## 4. Responsibilities

1. Regularly attend National Council meetings and other important related meetings;
2. Agree on an annual meeting schedule and commit to attending;
3. Prepare appropriately for all meetings;
4. Seek information and be fully informed on the affairs of the organisation at a governance level;
5. Participate in the National Council deliberations and decision making in all areas of governance;
6. Participate in the development, approval and monitoring of the strategic planning for the organisation;
7. Review, approve and monitor the annual budget for the organisation;
8. Approve the major policies appropriate for the organisation;
9. Approve major activities and capital expenditure of the organisation;
10. Attend the Annual General Meeting of the Soil & Health Association;
11. Assist with the fundraising activities of the organisation;
12. Participate in the selection, appointment and performance monitoring of the Manager; including Job Description and contract
13. Review the management results compared to KPI's and business planning;
14. Promote the Soil & Health Association and its objectives externally;
15. Act in a professional manner whilst representing the organisation;
16. Maintain and develop governance skills through appropriate training and experiences;
17. Assist in developing and maintaining good relationships between the National Council, staff, contractors, members and externally;
18. Participate in National Council sub-committees as appropriate; and
19. Any other duties as delegated by the Board.

## 5. Executive Limits

1. As delegated by the National Council.
2. To operate within the Constitution of the Soil & Health Association.
3. To operate within the financial guidelines of the Soil & Health Association.
4. To operate within the framework and stated policies of the Soil & Health Association.

## 6. Term of Office

The term of office for an elected National Council Member of the Soil & Health Association is for a period of 2 years. However, there is no limit to how many times National Councillors may be nominated to stand for re-election.

## 7. Performance Evaluation

The performance of a National Council Member is evaluated annually by the National Council. Performance is measured on the achievement of roles stipulated in this job description.