



Decorative graphic consisting of several concentric, curved blue lines of varying shades, some solid and some dashed, curving from the top right towards the bottom right.

2019 | EDNZ
**Board
Manual**

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WELCOME TO THE ECONOMIC DEVELOPMENT NZ BOARD MANUAL

This manual has been prepared to inform our members, in particular, those members considering nominating for a Board position.

The manual provides an overview of the organisations DNA, its member structure, its governance framework, the relationship between management and governance, advice on how to become a Board member and the role of Board members.

Should you have queries that remain unanswered after reading the following pages then please don't hesitate to contact EDNZ at info@economicdevelopment.org.nz

Who we are

EDNZ has existed in one form or another for over twenty years. Throughout its life it has been constant in its not for profit status and its commitment to contributing to the economic wellbeing of New Zealand and New Zealanders by serving its members.

Our DNA

In 2020 the EDNZ Board committed to the following vision, purpose, values and standards.

The following vision, purpose etc are supported by an annual budget and plan, and our [constitution](#) .



Vision

An inclusive and prosperous New Zealand

Purpose

To support our members through building capability, collaboration and thought leadership that is trusted and valued.

Values and Standards

We display excellence, integrity and relevancy in all that we do.

Our organisational standards are enshrined in principles and procedures that inform all that we do.

Members

EDNZ has three broad categories of membership:

- Individuals - Any individual that is working in an economic development or associated role.
- EDA's – Any local or regional economic development agency or unit operating within NZ
- Research partners
- A non EDA engaged in delivery or policy making around economic development
- A Registered charity engaged in delivery or policy making around social wellbeing

Adding value



How does EDNZ add value to its members and how is it governed?

EDNZ provides a large and diverse range of membership benefits including advocacy, accreditation, a jobs board, and annual networking opportunities. Full details of membership benefits can be found on our website [via this link](#)

EDNZ is currently governed via a 9 member Board

Board members represent one of the following:

- Five senior leader representatives from an EDA
- An individual member
- A Research Partner
- A non EDA
- A registered charity engaged in delivery or policy making around social wellbeing

The Chair and Deputy Chair of the Board are elected by the Board members at its first meeting following the elections.

Elections are staggered to ensure stability, they are typically held in June/July annually for one third of the Board members. Board members are entitled to nominate for up to two terms. A term is defined as three years.

All financial members of EDNZ will be entitled to vote. Individual members will be entitled to one vote. Organisations will be entitled to five votes. An announcement of the successful candidates will be made prior to the Annual General Meeting, typically the AGM is held in October or November.

The role of the Board

The EDNZ Board is entrusted to work on behalf of all members and is accountable for EDNZ's performance. It emphasises strategic leadership, sets the vision for the organisation and ensures that it complies with legal and policy requirements.

Service on EDNZ's board of directors is without remuneration.

Policies are at a governance level and outline clear delegations to the CEO. The Board and CEO form the leadership team with the role of each documented and understood. The Board is focussed on:



- Determine the Organisation's Mission, Vision and Goals
- Select the CEO
- Support the CEO and Review His or Her Performance
- Ensure Effective Organisational Planning
- Ensure adequate Resources
- Determine and Monitor the Organisation's Programmes and Services
- Enhance the Organisation's Public Image
- Serve as a Court of Appeal
- Assess Its Own Performance
- Manage risk

Role of the Chair

As a partner to the Board members and Chief Executive Officer (CEO), the Board Chair supports and sustains the work of EDNZ and provides governance leadership and strategic support.

Specific responsibilities of the Chair include:

- Leadership, governance, and oversight
- As a Board member set and, as needed, modify the vision, mission, goals and values of EDNZ
- Appoint and work closely with the Executive
- Protect the special character/values of the organisation
- Being a trusted advisor to the CEO as s/he implements EDNZ's strategic plan
- Developing and managing relationships and communications with: funders, partners, and other stakeholders
- Act as a lead for the Executive of the Board



Role of Board members



The Board Members of EDNZ support the work of the organisation and provide mission-based leadership and strategic governance. While day-to-day operations are led by EDNZ's chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific responsibilities include:

Set and, as needed, modify the vision, mission, goals and values of EDNZ

Protect the special character/values of the organisation

Develop and manage relationships and communicating with: funders, partners, and other stakeholders

Approve EDNZ's annual budget and material business decisions; being informed

of, and meeting all, legal and fiduciary responsibilities

Review outcomes and metrics created by EDNZ for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics

Act as a good employer

Managing risk

Enhance EDNZ's public image

Commit to a program of professional development for Board members that includes the induction of new Board members

Act as an ambassador for the organisation

The role of Deputy Chair has very specific duties over and above those of the Board members. They include; monitoring the finances in partnership with the CEO, developing the budget in partnership with the CEO, signing off on all contracts in excess of \$50,000 and the audited annual accounts, participating as an Executive of the Board, along with the Chair, Chairing the Audit and Risk Committee and being a member of the Conference Committee and CPD Advisory Panel.



Role of the CEO

The CEO is selected by the Executive and approved by the Board. The relationship between the Chair and the CEO is one of partnership and is critical to the success of the organisation. The CEO undertakes the following:

- Advises and supports the Board in its decision making
- Advocates/promotes EDNZ
- Supports motivation of employees
- Ensures Board have sufficient and up to date information
- Looks to the future for innovation change
- Facilitates development of the Strategic and Annual Plans
- Interfaces between EDNZ and the community
- Formulates policies and planning recommendations to the Board
- Decides or guides courses of action in operations
- Oversees operations of organisation
- Implements agreed plans
- Manages human financial and physical resources of EDNZ
- Makes recommendations, supports Board during orientation and self – evaluation
- Support's Board's evaluation of the CEO
- Works in alignment with all EDNZ policies
- Oversees elections and referendums

Please note that EDNZ has just one staff member i.e. the CEO.

Sub-Committees

EDNZ has established the following standing committees:

- **Audit and Risk Committee**
The Audit and Risk Committee is typically led by the Deputy Chair and has oversight of all legal and financial transactions, this includes all contractual obligations.

- **Conference Committee**

EDNZ provides members and non-members with the opportunity to attend an annual conference. The Conference Committee is typically led by the Chair of EDNZ and includes four members of the Board and a member of the local organising committee. It supports the CEO to deliver the conference by identifying the theme, speakers, sponsors, shaping the programme etc.

The conference committee is also responsible for assessing the annual award nominations.

- **Continuing Professional Development Programme Committee**
EDNZ provides a CPD programme for both members and non-members. The CPD Committee is typically made up of the Chair, Deputy Chair, a representative of MBIE and two Board members.

Should you have any further queries please do not hesitate to contact EDNZ at info@economicdevelopment.org.nz or ring 027 204 4715