

## Job Description - PNZ Executive Member (Appointed)

Appointed by:	PNZ Executive following process outlined below. Announced at the AGM.
Term of Office	Three years or shorter term by agreement Term commences from the end of the AGM when announcement made. May serve up to two consecutive terms
Responsible to:	PNZ Executive Chair of PNZ Executive

### FUNCTION:

- a) To attend and contribute to scheduled meetings of the PNZ Executive.
- b) To carry out any duties allocated by a meeting of the PNZ Executive.
- c) To be independent in thought and deed when considering matters affecting the PNZ membership.

### PRIMARY RESPONSIBILITIES:

- a) To be familiar with the variety of matters which are brought before meetings of the PNZ Executive.
- b) To contribute expertise to Executive discussions on relevant matters.
- c) To participate in the discussion and decision making processes of the meetings of the PNZ Executive.
- d) To vote on issues as required.
- e) To participate in Working Parties/Sub Committees of the PNZ Executive or carry other duties as allocated from time to time by the PNZ Executive.

### LEVEL OF RESPONSIBILITY:

A member of the PNZ Executive is responsible for participating in decision making, binding upon the Executive, touching upon any of the affairs and interest of PNZ.

### KNOWLEDGE AND SKILLS:

- a) A broad based knowledge of governance in the not for profit sector.
- b) The ability to evaluate issues and conflicting viewpoints and to present an independent viewpoint.
- c) The ability to work within the group structure of the PNZ Executive.
- d) Effective communication and human interaction skills.
- e) Demonstrated leadership qualities.

### QUALIFICATIONS:

Qualifications for the independent Directors will be determined by the PNZ Executive following a review of skills of the Executive groups and the expertise required to support the implementation of the Strategic Plan

## EXCLUSIONS:

- a) A person who is an employee of, or contractor to PNZ;
- b) A person who is an undischarged bankrupt or is subject to a condition not yet fulfilled or any order under the Insolvency Act 1967;
- c) A person who has been convicted of any offence punishable by a term of imprisonment of two or more years (whether or not imprisonment is imposed);
- d) A person who is prohibited from being a director or promoter of or being concerned or taking part in the management of a company under the Companies Act 1993 or who is prohibited from involvement in a charity under the Charities Act 2005;
- e) A person who is subject of a Special Resolution of the PNZ Executive removing that person from the PNZ Executive.

## APPOINTMENT PROCESS

1. The PNZ Executive will undertake an annual review of the skills matrix for existing Executive Members and identify the specific skills required for Independent Director appointments.
2. A Job Description will be developed based on the identified skill requirements
3. The Executive will appoint a subcommittee to undertake the recruitment of the independent Directors.
4. The vacancies will be advertised on PNZ website and through independent Director recruitment processes such as the Institute of Directors or Appoint Better Boards.
5. Recommendations from the subcommittee will be brought to the Executive meeting prior to the AGM.
6. Candidates will be Police vetted prior to the appointment being confirmed.
7. The PNZ Executive will announce the appointment of Independent Directors at the AGM.