

PNZ Rules and Policy Standing Committee

Functions, Attributes and Position Description

Job Description - PNZ Governance Committee Member

Appointed By:	Appointment by PNZ Executive
Term of Office:	Three years.
Functional Relationship with:	PNZ Executive Chief Executive Business & Operations Services Manager
Responsible to:	PNZ Membership PNZ Executive

FUNCTION:

- a) The role of the Committee is to provide guidance and advice to the PNZ Executive on matters related to PNZ Rules and policies.
- b) The Committee provides a formal forum to improve the efficiency of the PNZ Executive by allowing for delegated issues to be discussed in sufficient depth.

PRIMARY RESPONSIBILITIES:

- a) The purpose of the Committee is to direct and oversee the development, monitoring and review of:
 - i. PNZ Rules;
 - ii. PNZ Governance policies and procedures;
 - iii. Terms of Reference documents for PNZ Governance and PNZ Operations group(s);

COMMITTEE STRUCTURE

- a) The Committee will consist of a minimum of four (4) and up to six (6) voting members. This will include:
 - A minimum of two (2) PNZ Executive members;
 - No less than three (3) PNZ Members (one (1) of which can be a PNZ Executive member);
 - Up to one (1) lay person who are independent to the organisation.
- b) The Committee chair shall be elected (by majority vote) at the first meeting of each calendar year.
- c) The Chief Executive Officer (CEO) and the Operations and Business Services Manager (OBSM) are to attend all meetings and have speaking, but not voting rights. The Committee may, at its sole discretion, exclude the CEO and OBSM from their deliberations.
- d) Secretariat support for the Committee will be provided by the PNZ Office, with direction from the Chair.

LEVEL OF RESPONSIBILITY:

- a) The formulation of policy for PNZ, to be recommended for adoption by PNZ Executive.
- b) Regularly review the Constitution (Rules) of PNZ to ensure that these meet current and likely future requirements and are consistent with current legislation and governance best practice.

KNOWLEDGE AND SKILLS:

Key Responsibilities	Skills Required
To participate in the discussion and decision making processes of the meetings of the PNZ Committee	Good working knowledge of Rules/Codes, Policies and Manuals
To be familiar with the matters which are brought before the specific Governance Committee.	Knowledge of: <ul style="list-style-type: none"> • PNZ structure – Governance/operational split • PNZ Rules • PNZ Policies
To work within existing Strategy and legal frameworks	Ability to think strategically;

	Develop effective policies in the context of the relevant legislation and current strategic objectives of PNZ.
To develop Policy that supports best practice governance	Ability to identify key issues and opportunities for PNZ and develop appropriate policies to define the parameters within which the organisation should operate.
To be able to draft, review and edit policies and other documents	Read and digest relevant literature and material in a timely manner. Policy writing skills Proof reading and editing skills Good written presentation of policy and position statements
To be an effective team member	Attend meetings If unable to attend –provide input prior to meeting The ability to work within the governance structure of the PNZ Executive Accept group responsibility for final decisions Effective communication and human interaction skills Ability to work and deliver to deadlines
To participate in the discussion and decision making processes of the meetings of the Committee.	The ability to question and understand briefing papers and issues affecting the profession and PNZ. The ability to represent the policies and agreed decisions of PNZ Executive when representation required.
To demonstrate integrity in the development of policies	A commitment to: <ul style="list-style-type: none"> Putting PNZ interests before any personal interests; Acting in a transparent manner and declaring any activities or conduct that might be a potential conflict; Maintaining Committee confidentiality at all times.

QUALIFICATIONS:

- Membership of Physiotherapy New Zealand.
- A duly qualified physiotherapist with good standing within the profession, with a current Annual Practising Certificate (APC).
- Availability for meetings and consultations on behalf of PNZ as necessary.

EXCLUSIONS:

- A person who is an employee of, or contractor to PNZ;
- A person who is not registered under the Health Practitioners Competence and Assurance Act 2003 (HPCA)
- A person who is an employee of, or contractor to PNZ;
- A person who is an undischarged bankrupt or is subject to a condition not yet fulfilled or any order under the Insolvency Act 2006
- 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) unless the person has obtained a pardon or has served the sentence imposed on them;
- A person who is prohibited from being a director or promoter of or being concerned or taking part in the management of an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013 or the Takeovers Act 1993, or who is prohibited from involvement in a charity under the Charities Act 2005;
- A person who is subject of a Special Resolution passed at a meeting of the PNZ Executive removing that person from the PNZ Executive.

APPOINTMENT PROCESS

1. The PNZ Executive will undertake an annual review of Governance Committees to determine the need for new members.
2. A Job Description will be developed based on the identified skill requirements
3. Any vacancies will be advertised through PNZ member communications and on the PNZ member website.
4. The PNZ Office will collate the Expressions of Interest and applications for review by Executive members, or a subcommittee formed by PNZ Executive
5. The Chair of the Committee and the PNZ Executive or its subcommittee will determine the appropriate process for review of expressions of interest and/or applications.
6. Recommendations from the subcommittee will be brought to an Executive meeting
7. The PNZ Executive will make the final decision on appointments.