

EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

PRESIDENT POSITION DESCRIPTION

Responsible to:

The members of Cycling Southland

Working Relationships:

Executive Committee Members, CEO, Cycling Southland Staff, Members, Community Funders, Stadium Southland, Sponsors

Key Tasks	Key Outcomes
Chair the Cycling Southland meetings	<ul style="list-style-type: none"> • Board members are involved in meetings and discussions and decision making • Responsibilities are shared • Ensure that debate and discussions are primarily focused on governance • Clear resolutions and actions are agreed • The Cycling Southland constitution is adhered to.
Be the team leader	<ul style="list-style-type: none"> • Board functions effectively as a team • The members look to the President for direction on key issues as well as driving and determining issues • Ensure there are networks and a buddy system in place for new Board members • Ensure the deputy chair has sufficient knowledge to fill the role of chair if necessary
Maintain regular contact with the CEO as well as liaising with the other Board members.	<ul style="list-style-type: none"> • Regular meetings are held with the CEO
Lead the development of the purpose, direction and priorities for Cycling Southland and with the board approve budgets to meet the key outcomes	<ul style="list-style-type: none"> • A clearly defined strategy is developed and used as the basis for Board decision making and appropriate financial approval is given
Be well informed on all matters associated with Cycling Southland's goals and objectives	<ul style="list-style-type: none"> • Contribute to discussion and accept shared responsibility for decisions and workload
Develop a governance policy umbrella and have a good working knowledge of the constitution and policies	<ul style="list-style-type: none"> • Comprehensive governance policies are developed and regularly reviewed • Sound knowledge is demonstrated of the constitution and policies
Establish a framework for assessment and risk	<ul style="list-style-type: none"> • A governance risk management plan is development and updated on a regular basis
Regularly scan the environment beyond the organisation	<ul style="list-style-type: none"> • Strategic issues and opportunities are identified and discussed on a regular basis
Gain stakeholders input in to determining the direction and goals of the organization and maintaining communication with them	<ul style="list-style-type: none"> • Stakeholders consider that they have regular and robust communication with directors of the board
Ensure that the board complies with statutory and contractual requirements and with the board's own policies	<ul style="list-style-type: none"> • Each board member understands and complies with board policies and contractual requirements

Set standards and evaluate the board's own performance	<ul style="list-style-type: none"> The board of directors is evaluated individually and as a group on an annual basis
Ensure that there is appropriate succession planning	<ul style="list-style-type: none">
Appoint, support, evaluate and reward the CEO	<ul style="list-style-type: none"> Appoint the review panel for the CEO annual performance review
Prepare for meetings adequately and ensure familiarity with all circulated material and/or reports	<ul style="list-style-type: none"> Board members are well prepared for meetings and are able to form an opinion and contribute fully to the discussion.
Support agreed board decisions and maintain appropriate confidentiality	<ul style="list-style-type: none"> Board decisions are not undermined and integrity of Cycling Southland is maintained

Key Competencies

Strategic Ability	<ul style="list-style-type: none"> Accurate anticipation of future consequences and trends Board knowledge and perspective Future oriented Communicates credible scenarios and possibilities Creates competitive and innovative strategies and plans
Business Acumen	<ul style="list-style-type: none"> Knowledge of current and possible business policies, practices, trends and information. Understands the management environment Appreciates legal and fiduciary responsibilities
Planning	<ul style="list-style-type: none"> Can set goals, objectives and measures Knowledgeable about scoping assignments and projects Clearly assigns responsibility for tasks and decisions Monitors results: focuses on the 'what' not the 'how'.
Governing through systems and processes	<ul style="list-style-type: none"> Practices, processes and procedures which enable management to manage Restraint in imposing own practices and ideas Effectively acquires information from multiple sources
Integrity and Trust	<ul style="list-style-type: none"> Is widely trusted and seen as a direct and open person Can deal with conflict, ambiguity and information in an appropriate and positive manner Acts in all settings in a way which is befitting of appointment
Stakeholder focus	<ul style="list-style-type: none"> Recognises the diversity and range of stakeholders Establishes and maintains effective relationships Talks and acts with stakeholders in mind Is dedicated to meeting the expectations and requirements of stakeholders Ensures valid information is used in decisions to do with stakeholders
Leading Vision and Purpose	<ul style="list-style-type: none"> Creates and communicates a compelling purpose for the organization Sees possibilities beyond the current items Creates milestones and symbols to engage support for the vision
Quality Decision Making	<ul style="list-style-type: none"> Makes decisions in a timely manner, sometimes under tight deadlines and pressures Understands what information is required in order to make decisions Can achieve consensus

EXECUTIVE COMMITTEE MEMBER POSITION DESCRIPTION

Responsible to:

The Cycling Southland Executive Committee, the President and the members of Cycling Southland.

Working Relationships:

Executive Committee Members, President, CEO, Cycling Southland Staff, Cycling Community

Key Tasks	Key Outcomes
Assist with the development of the purpose, direction and priorities for Cycling Southland and approve budgets to meet the key outcomes	<ul style="list-style-type: none"> A clearly defined strategy is developed and used as the basis for Board decision making and appropriate financial approval is given
Be well informed on all matters associated with Cycling Southland's goals and objectives	<ul style="list-style-type: none"> Contribute to discussion and accept shared responsibility for decisions and workload
Develop a governance policy umbrella and have a good working knowledge of the constitution and policies	<ul style="list-style-type: none"> Comprehensive governance policies are developed and regularly reviewed Sound knowledge is demonstrated of the constitution and policies
Establish a framework for assessment and risk	<ul style="list-style-type: none"> A governance risk management plan is development and updated on a regular basis
Regularly scan the environment beyond the organization	<ul style="list-style-type: none"> Strategic issues and opportunities are identified and discussed on a regular basis
Gain stakeholders input in to determining the direction and goals of the organization and maintaining communication with them	<ul style="list-style-type: none"> Stakeholders consider that they have regular and robust communication with directors of the board
Ensure that the board complies with statutory and contractual requirements and with the boards own policies	<ul style="list-style-type: none"> Each board member understands and complies with board policies and contractual requirements
Set standards and evaluate the board's own performance	<ul style="list-style-type: none"> The board of directors is evaluated individually and as a group on an annual basis
Ensure that there is appropriate succession planning	<ul style="list-style-type: none">
Appoint, support, evaluate and reward the CEO	<ul style="list-style-type: none"> Appoint the review panel for the CEO annual performance review
Prepare for meetings adequately and ensure familiarity with all circulated material and/or reports	<ul style="list-style-type: none"> Board members are well prepared for meetings and are able to form an opinion and contribute fully to the discussion.
Support agreed board decisions and maintain appropriate confidentiality	<ul style="list-style-type: none"> Board decisions are not undermined and integrity of the Cycling Southland is maintained

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	<ul style="list-style-type: none"> • Appreciates legal and fiduciary responsibilities
Planning	<ul style="list-style-type: none"> • Can set goals, objectives and measures • Knowledgeable about scoping assignments and projects • Clearly assigns responsibility for tasks and decisions • Monitors results: focuses on the 'what' not the 'how'.
Governing though systems and processes	<ul style="list-style-type: none"> • Practices, processes and procedures which enable management to manage • Restraint in imposing own practices and ideas • Effectively acquires information from multiple sources
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted and seen as a direct and open person • Can deal with conflict, ambiguity and information in an appropriate and positive manner • Acts in all settings in a way which is befitting of appointment
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Leading Vision and Purpose	<ul style="list-style-type: none"> • Creates and communicates a compelling purpose for the organization • Sees possibilities beyond the current items • Creates milestones and symbols to engage support for the vision
Quality Decision Making	<ul style="list-style-type: none"> • Makes decisions in a timely manner, sometimes under tight deadlines and pressures • Understands what information is required in order to make decisions • Can achieve consensus