

Role Description (Board member)

The Management Agency Board

National American Foulbrood Pest Management Plan

Mission/Vision

Elimination of American Foulbrood from managed hives in New Zealand.

Overview

The Management Agency for the AFB PMP is Apiculture New Zealand (Inc). Apiculture New Zealand (Inc) has a statutory responsibility to implement the AFB PMP by way of the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998 which comprises a range of regulatory and educational programmes. The plan is funded using income generated from a mandatory levy on beekeepers and apiaries through the Biosecurity (American Foulbrood – Apiary and Beekeeper Levy) Order 2003.

Position

Job Title: AFB PMP Management Agency Board Member

Function: Provide Governance Advice and Direction.

Reports To: Chairman AFB PMP Management Board

Position Summary

The AFB PMP Management Board Member is responsible in partnership with the AFB PMP Management Board members and AFB PMP General Manager for shaping and leading the AFB PMP through the implementation of the Board's 5 Year Plan and strategic goals. In addition the Board member will ensure the Board agenda addresses appropriate priorities and performs its fiduciary, strategic and policy responsibilities.

Board Term

The Board member will serve a nominated term and be eligible for reappointment for an additional term.

Indemnity

Board members are indemnified for any act done in good faith in pursuance of the role of a Board member.

Honorarium

Board members are paid suitable remuneration for their responsibility, time and commitment to the AFB PMP. Remuneration rates are set out in policy ([AFB/22/0/11 -005](#)) and are pegged to the

Government Paper (Cabinet Office Circular – CO (12) 6 CO909/5 relating to a fees framework. This relates to members appointed bodies in which the Crown has an interest and will be adjusted from time to time as appropriate.

Travel allowance will apply when Board members are called upon to travel on AFB PMP business using their own transport.

Accountabilities

This role description is not exhaustive and the incumbent may be requested to perform any reasonable task requested by the Board

Principal Accountabilities

Internal Relationships

Work with the AFB PMP Management Board, AFB PMP General Manager, other staff and contractors as necessary to fulfil the responsibilities, described below. Be committed to a culture of building a collegial working relationship that contributes to consensus.

External Relationships

Champion the AFB PMP to the beekeeping industry and wider agencies.

Health and Safety

Board members are to be cognisant of New Zealand Health and Safety legislation when undertaking Board related work.

Responsibilities of all AFB PMP Management Board Members

Prepare and Participate

Provide Oversight and Advice.

Report to Chairman

Regularly attend Board Meetings and important related meetings

Makes serious commitment to participate actively in Board work

Volunteers for and willingly accepts assignments and completes them thoroughly and on time
Stay informed about Board matters, be well prepared for meetings, review minutes consider and action reports as necessary.

Prepare and Participate

Understand and abide by the Board Confidentiality Agreement and policies of the AFB PMP Management Board

Prepare for, attend and actively participate in all Board meetings in a constructive manner.

Constructive participation includes consensus building, not dominating conversation.

Use existing knowledge and skills and be prepared to embrace the governance model.

Serve on committees as assigned.

Actively contribute to the work of the Board.

Support the Chairman in efforts to keep the Meetings moving forward.

Set Direction

Support by active participation regular reviews of the 5 Year Plan, strategic goals and Board policies.
Assist in monitoring the performance of the AFB PMP.

Ensure Resources

Consider issues of capacity (both financial and human resources), core and strategic position when making decisions.

Provide Oversight

Ensure implementation of the Board's 5 Year Plan and Strategic Direction.

Establish financial policies and ensure accountability; providing financial oversight to maintain ethical integrity and maintain accountability.

Ensure compliance with applicable legislation.

Monitor Board performance

Authorise the appointment of committees as necessary for the conduct of affairs of the Board.

Receive an annual audit of the AFB PMP finances from an independent auditor.
Approve an annual budget.

Through the AFB PMP Manager, invest and administer the funds and establish financial controls for suitable investments.

To review and monitor all contracts entered into by the Board including active participation in all negotiations of same.

Personal Management

Avoid any decisions, actions or associations that are or could appear to be a conflict of interest.

Maintain awareness of emerging issues that could impact on Board decisions.

Shall maintain standards of integrity and conduct appropriate to the Board position.

Recommended Person and Skill Sets

Possess managerial courage

Prepared to take initiative

Strong Communication skills

Strong relationship management skills

Conflict resolution skills

Comprehensive knowledge of the Apiculture Industry in New Zealand with experience in Beekeeping.

May have an Accounting, Legal, Commercial or Science background.