



NOMINATION FORM

**For nomination to stand for election to the
Executive Committee
of the Mt Eden Village Business Association
At the Annual General Meeting to be held on *17th October 2023***

Nominated position: Please tick one	Executive Committee <input type="checkbox"/>
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I (individual's name) _____

wish to stand for election to the Mt Eden Business Association's Executive Committee

Signature: _____
Member Business: _____
Address: _____
Name of nominee: _____
Contact phone/email: _____

1st Nomination by: _____
Signature: _____
Full Member name: _____
Member Business: _____
Address: _____
Contact phone/email: _____

2nd Nomination by: _____
Signature: _____
Full Member name: _____
Member Business: _____
Address: _____
Contact phone/email: _____

To be considered for election please return this nomination form to the Manager by emailing this form to: admin@mounteden.co.nz

Nominations must be received no later than 5pm Tuesday 10th October 2023.

Nominations may be called from the floor at the AGM if there are insufficient nominations received by this date. Up to eleven positions are available.

Roles and Responsibilities

The role of the Executive Committee is to provide good leadership to ensure the organisation performs and achieves its objectives. The Executive Committee is also required to set the purpose or vision and long-term goals of the organisation, the strategy to achieve the vision, monitoring the implementation of the strategy and encouraging professional standards.

The roles have legislated responsibilities, such as the Incorporated Societies Act 1908 requirement to submit annual financial statements to the Registrar of Incorporated Societies, and the Charities Act 2005 (if also registered as a charity) requirement to file an annual return including financial statements with the Companies Office. In addition to legislative requirements, there are requirements set out in the constitution/trust deed/rules of the organisation.

The Executive Committee may delegate responsibilities to the manager however the Committee remains responsible for oversight of management.

The core functions of the Executive Committee include:

- Articulation of organisational values
- Setting strategic direction – evidenced by a strategic plan which includes resource implications, accountabilities and timeframes. This may include reviewing an existing plan and also the development of an annual business plan.
- Monitoring of management and organisational performance against that strategy – mainly through board reporting
- Recruiting and evaluating the CEO or manager (if the organisation has one), including clearly defining the role of and performance measures for the CEO or manager – evidenced by an agreed position description and performance agreement
- Being accountable to stakeholders – evidenced by robust transparent processes, regular reporting and strong relationships with stakeholders/shareholders
- Ensuring sound financial reporting and practices, including adherence to a delegations framework – evidenced by timely financial reporting and unqualified accounts
- Ensuring the organisation operates to an appropriate policy framework
- Ensuring risk is managed – evidenced by regular reports to the Committee on implementation of an approved risk plan
- Planning the workload of the Committee – the work of the board is set out in a board work plan
- Regular evaluation

Individual Committee members as individuals must:

- Maintain awareness of the organisation and the environment in which it operates
- Contribute to the work of the board including setting strategy, approving budgets and major organisational decisions, CEO appointment and evaluation
- Consistently prepare for, attend and contribute in board and committee meetings
- Review minutes in a timely manner
- Exercise independent judgment within a team environment
- Build an atmosphere of trust and collegiality that assists in consensus decision-making
- Participate where required in stakeholder activities
- Participate in board evaluation and undertake ongoing professional development
- Maintain high personal conduct standards
- Maintaining and observing confidentiality
- Declaring conflicts of interest