

Board Responsibilities

The role of the board is to effectively represent and promote the interests of the organisation, including specifically its members. The board directs the management of the business and affairs of the organisation including:

- That goals are clearly established, and the strategies are in place for achieving them.
- Establish policies for strengthening the performance of the organization.
- Approve the annual budget.
- Monitor the overall performance of the organisation.
- Decide on whatever steps are necessary to protect the organisation's financial position and the ability to meet its debts and other obligations as they fall due.
- Ensure the financial statements are true and fair and otherwise conform with the law
- Ensure the organization adheres to high standards of ethics and behaviour.
- Ensure that the company has appropriate risk management/regulatory processes in place.
- Ensuring the members of Lake Wānaka Tourism are kept well informed on all relevant issues and that there are "no surprises" on matters likely to cause community or political concern.

In the normal course of events the day-to-day management of the organisation is in the hands of management. The board will satisfy itself the organisation is achieving its goals.

Skills Required:

- **Board governance** which applies to the role of all directors. Whether Board members have these competencies or acquire them over the time they serve, the competencies are essential to working effectively with required Board processes and policies, good decision-making, and the ability to think both locally and globally.
- **Strategic and technical** are specialized competencies that help propel the organization forward in its strategic direction. Board members with these competencies are able to relate to issues facing the organisation and have the knowledge, experience and possibly access to resources required to face the challenges successfully.

Additional Considerations:

All Board members should possess the following personal characteristics:

Honesty and integrity, respect for others and a willingness to collaborate and cooperate, flexibility and openness to change.

Accountability

Forward-thinking e.g. good problem-solving skills, intellectual curiosity and creative thinking

Global viewpoint, i.e. an ability to look at issues in a wider context and take into account a wide range of influences and factors and see the implications of decisions

Effective communications, e.g. demonstrates active listening and able to present ideas and thoughts clearly and with persuasion

Board Roles

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| Chair | <ul style="list-style-type: none">• Ensure rules (constitution) are followed. Oversee operation and governance of society.• Convene and chair meetings, establish quorum.• Provide a report of the society at each AGM.• Communicate with appointed Head of Destination. |
| Deputy Chair | <ul style="list-style-type: none">• Perform the functions of the Chair when the latter is absent. |
| Secretary | <ul style="list-style-type: none">• Record meetings minutes, meeting attendance & ensure quorum present.• Keep register of members, board conflict of interest register, and hold society's minutes, records, documents, books, except those required by Treasurer.• Forward annual financial statements to Registrar of Incorporated Societies. |
| Treasurer | <ul style="list-style-type: none">• Keep proper accounting records.• Ensure financial statements and report prepared for AGM.• Provide financial information to board and advice to GM as required. |
| Board Members | <ul style="list-style-type: none">• Primary responsibility of a board member is Governance• Setting policy and direction of LWT and assessing risk.• Monitor LWT's effectiveness versus its Strategic Plan.• Assist with achieving aims and objectives of LWT.• Work with fellow board members on projects for LWT.• Represent LWT with integrity, honesty and in a confidential manner.• Attend bi-monthly meetings and any other meetings as required. |

