

Construction and Infrastructure CoVE Board of Directors Application Form

Instructions

To apply to be a ConCOVE Board Member, you must complete:

- this form and submit it with,
- a copy of your resume,
- a short letter explaining why you want to be part of the ConCOVE and describe how you can promote the work of ConCOVE to the sector,
- and completed Knowledge and Skills Self-Assessment (see Schedule A) by 5:00pm, Friday 9th October 2020.

Your application form must be signed by the member who is nominating you as a ConCOVE Board Member

Please submit your completed forms by E-mail: info@concov.ac.nz

If you have any questions about the application process, please contact Simon Bilton on 021 294 7726 or simon.bilton@manukau.ac.nz

1. Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the organisation. In the space below, please identify any relationship with any organisation that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the board.

Organisation	Role

2. Priority Groups

ConCOVE’s research projects have an emphasis on Māori, Pasifika, and Women in trades. Supporting this emphasis, the board has appropriate representation requirements. Please indicate if you identify as any of the emphasised groups.

- Māori YES NO
- Pasifika YES NO
- Gender MALE FEMALE

2. Knowledge, Skills and Experience

The board seeks a complementary balance of knowledge, skills and experience.

Please complete the attached Knowledge and Skills Self-Assessment (**Schedule A**) and include it with your application.

4. References: Please provide two references. (May include nominator)

Reference 1

Full Name: _____

Relationship: _____

Company (if applicable): _____

Mobile: _____

Reference 2

Full Name: _____

Relationship: _____

Company (if applicable): _____

Mobile: _____

5. Conditions of Appointment

Board Members must:

- a. be a member of a ConCOVE Associate Member organisation,
- b. be nominated by a ConCOVE Associate member
- c. actively promote the work and outputs of ConCOVE (??)
- d. act in good faith and in the best interests of the organisation
- e. exercise your power as a director for a proper purpose
- f. not allow, agree, or cause the business to be carried out in a way likely to create a substantial risk of serious loss to the organisation's creditors
- g. take the care, diligence, and skill that a reasonable director would exercise in the same circumstances
- h. ensure the organisation can pay all its debts and has more assets than liabilities
- i. complies with the Companies Act.
- j. meet the requirements and responsibilities of their position, for example, preparing for and attending board and committee meetings, upholding their fiduciary obligation to the organisation, and working co-operatively and respectfully with other board members.

The expectations of individual board member and the expectations of the Board as a whole is detailed in **Schedule B**.

6. Nomination

I, _____ (name) of _____ (ConCOVE Member organisation) am nominating _____ (name) of _____ (ConCOVE Member organisation) and support their application to be a ConCOVE board member

_____ Date: _____

7. Declaration

By submitting this application, I declare that I accept and agree with the expectations of Board members and the Board as a whole. I certify that the information in this application and in my resume or biographical sketch is true

_____ Date: _____

Schedule A

Board Skills Matrix

The skills matrix is composed of 3 sections. Section 1 is about your sector experience. Section 2 is about your specific technical skills and Section 3 is about your Governance experience.

Please put a tick or a cross in the box which indicates how much skill or experience you have for each category in each section. The example below indicates the person has less than 5 years' experience in Industry (Construction and Infrastructure).

	No Experience	Less than 5 years' experience	5 to 10 years' experience	More than 10 years' experience
Industry experience		X		

Please complete every line in each Section.

SECTION 1: SECTOR EXPERIENCE

	No Experience	Less than 5 years' experience	5 to 10 years' experience	More than 10 years' experience
Industry experience				
Education experience				
Research experience				
Government legislation experience				

SECTION 2: TECHNICAL SKILLS

	No skills	Some skills	Strong Skills	Expert
Accounting				
Finance				
Law				
Marketing				
Information Technology				
Public relations				
Risk management				
Human resource				
CEO /Senior management				
Strategy development / implementation				
Te Tiriti O Waitangi				
Pasifika Culture and needs				
Diversity experience, particularly women in trades.				

SECTION 3: GOVERNANCE COMPETENCIES

	No Experience	Less than 5 years' experience	5 to 10 years' experience	More than 10 years' experience
Director – organisation 10 or more employees				
Financial Literacy				
Strategic thinking / planning from a governance perspective				
Executive performance management – management of CEO/Director				
Governance related risk management experience				
Compliance focus				
Profile / reputation				

Schedule B

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

1. Know ConCOVE's mission, policies, projects, and needs.
2. Faithfully read and understand the financial statements.
3. Faithfully read and understand risk reports.
4. Serve as active advocates and ambassadors for ConCOVE.
5. Leverage connections, networks, and resources to develop collective action to fully achieve ConCOVE's mission.
6. Prepare for, attend, and conscientiously participate in board meetings.
7. To **always** act in the best interest of ConCOVE and **all** vested stakeholders.
8. Apply their single voting rights conscientiously
9. Abide by board resolutions.
10. Declare any potential conflicts of interest both formally and as conflicts arise.
11. Maintain confidentiality about all internal ConCOVE matters

2. EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the Organisation and to satisfy its fiduciary duties, the board is responsible for:

1. Establishing vision, mission, and values
 - a. Determine ConCOVE's vision and mission to guide and set the pace for its current operations and future development.
 - b. Determine the values to be promoted throughout ConCOVE.
 - c. Determine and review ConCOVE goals.
 - d. Determine ConCOVE policies
2. Selecting and evaluating the performance of the ConCOVE Director
3. Setting strategy and structure
 - a. Review and evaluate present and future opportunities, threats, and risks in the external environment; and current and future strengths, weaknesses and risks relating to ConCOVE.
 - b. Approve the business strategy and plan as appropriate.
 - c. Ensure that ConCOVE's organisational structure and capability are appropriate.
4. Ensuring strong fiduciary oversight and financial management
5. Manage organisational risk
6. Delegate to Management
 - a. Delegate authority to management, and monitor and evaluate the implementation of policies, strategies, and business plans.
 - b. Determine monitoring criteria to be used by the board.
 - c. Ensure that internal controls are effective.
7. Approving and monitoring ConCOVE's Annual plans, reports, budgets, and adherence to the funding contract.
8. Enhancing ConCOVE's public image
9. Assessing its own performance as the ConCOVE governing body
10. Do no harm to the Host organisation's reputation