

# BOARD ROLE FOSTER CARER REPRESENTATIVE

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Caring Families Aotearoa in order to support our mission and needs.

**Vision statement:** “Every care family and whānau is enabled, supported and has the skills to provide tamariki a secure and healing home”

## **Major responsibilities:**

- Monitoring the performance of the organisation.
- Ensuring the organisation has appropriate risk management / regulatory compliance policies in place.
- Financial management, including adoption and oversight of the annual budget
- Establishing policies for strengthening the performance of the Organisation including ensuring that management is proactively seeking to build service through innovation, initiative, technology, new products and the development of service provision.
- Review of organisational reports.

*Members of the board share these responsibilities while acting in the interest of Caring Families Aotearoa. Each member is expected to make recommendations based on his or her experience /and vantage point in the community.*

## **Length of term:**

Each Foster Carer Member shall retire at the end of three years at the Annual General Meeting and shall be eligible for re-election for one further three-year period. [It is desirable that no more than 50% of the Board change at any one election].

## **Meetings and time commitment:**

- The Board of Governance meets on average 4 – 6 times per year. Board meeting dates are set at the beginning of the Financial year.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

## **Expectations of Board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Serve on sub committees as necessary.
- Be alert to community concerns that can be addressed by Caring Families

Aotearoa's mission, objectives, and programmes.

- Help communicate and promote Caring Families Aotearoa's mission and programmes to the community.
- Become familiar with Caring Families Aotearoa's finances, budget, and financial / resource needs.
- Understand the policies and procedures of Caring Families Aotearoa [within the Policy & Procedures Manual PPM].

### **Skills and Experiences**

The following is a checklist of skills and experiences required of Board members. The matrix of skills and experiences below will ensure a skilled, balanced and high performing Board is sustained for the future. Please use the following checklist to rate candidate's experience level in each category, with 1 being low and 5 being a high level of experience, knowledge and appropriate representation.

Important considerations are:

- Commitment to Caring Families Aotearoa's organisational values.
- An absence of a major conflict of interest.
- Local / national reputation.
- High personal integrity.
- A track record of achievement and dedicated commitment and focus to the necessary time required to serve on the Board.

<b>Skills / Experience</b>	<b>Competency</b>	1	2	3	4	5
Sector Knowledge	Experience and understanding of the Foster care sector					
Board of Governance	Experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies					
Business Planning	Experience in business/corporate planning for boards					
Leadership	Experience serving as Committee chair or in other leadership positions					
Team-work	Experience with serving on committees/teams					
Strategic Planning	Experience with planning, evaluation and implementation of a strategic plan. Includes a demonstrated ability to focus on longer term goals and strategic outcomes, as separate from day-to-day management and operational experience					
Executive performance review	Understanding of HR/personnel considerations and issues for executive recruitment, compensation structures and performance review processes					
Accounting knowledge	Understanding of financial reporting and knowledge of other considerations and issues associated with the auditing requirements for our not-for-profit Board					
Financial / delegated authority	Understanding of financial operational management and the proper application of internal controls					
Risk assessment	Experience in the process of identifying principal risks to ensure that management has implemented the appropriate systems to manage risk					
Organisational management	Understanding of organisational design, structure and management					