

Board Member Position Description

Hauraki Plains Community Hub Inc. is a community, recreation and sport focused organisation with the following vision:

“The Hauraki Plains Community Hub exists to create sustainable, vibrant, social-oriented community services, club sport and recreation for residents and visitors”

Our organisation will be focused on growing community participation in sport and recreation activities that are social in focus as a primary goal. We will do this by working with our member organisations, by creating new programmes and events in the facilities present on Hugh Hayward Domain Ngatea and throughout the Hauraki Plains and by providing the support services needed for our members to grow and prosper.

Our way of doing this will be different. We will partner strategically, operate business and social enterprise activity, be collaborative, and where able deliver programmes, events and activities that reflect our rural communities of interest. One of the measures for success will be the numbers of participation we get across an increasing range of sport and recreation pursuits. We include in this our role in helping sport clubs, regional bodies and associations on the park and the surrounding Hauraki Plains.

HPCH will pride itself on being a new breed sports hub which links all the key contributing affiliated sports under one comprehensive multi-sport banner. We therefore are looking for sport and recreation minded people to serve in various roles on the board.

We’re looking for people with the skills and knowledge to help grow participation; who can think strategically, work well with others, and contribute meaningfully to a shared community goal. If you’re able to stay involved for a reasonable period of time and above all, are up for a bit of collegial fun and collaboration, we can build an inclusive culture that increases access to sport and recreation in all forms.

Board Member Skills, Knowledge and Capability Recruitment

The skill sets sought to work as a Board Member are those associated with successful sport and community business management and include: either knowledge, training or capability in management; governance; accounting; finance; fundraising; legal; marketing; project management; programming and event management; social and community welfare; people/resource management; retailing; sport and entertainment facility management; and hospitality and service. There may be other skills that a Board Member might bring related to their prior history of involvement within sport, recreation and or the community.

We seek enthusiastic motivated board members who will contribute expertise and knowledge to the wider goal and vision of this organisation. We want people who can identify with a culture of quality sport and recreation delivery, with an aim toward participation and quality experience.

General Requirements

- Inter and intra-personal communication
- Excellent written and verbal communication skills.
- Business management in dynamic and changing environment
- Administration, planning, delegation and the ability to meet deadlines, oversee project teams and project management processes
- Entrepreneurship
- Superior organisational skills
- Sound judgement and decision-making ability
- Commitment to the well-being and the role of play, recreation (all forms) and sport
- Effective working relationships with Volunteers, Board Members and Staff

Primary Objectives

The governance of HPCH shall be vested in the Board of Directors. All Board Member positions are voluntary. Paid staff (if there are any) will work with volunteers to deliver sport programmes and services under the direction of the board.

The major responsibilities of the board are:

- Be entrepreneurial and look for new ways of growing recreation and sport participation
- Development of policy (only when needed)
- Strategic planning (without losing flexibility)
- Finance and budgets (usually by third party reporting to the board)
- Organisation, structure, reporting and controls (usually by third party reporting to the board)
- Ratification of operational strategies, policies and procedures and work toward achievement of the objects of the organisation
- Delegations and authorities to management
- Employ the services of staff or contractors (as determined to meet the objects of HPCH)
- To elect subcommittees and work on specific projects
- To help maintain a healthy board and organisation wide culture.
- To model ethical and socially responsible practices

Be Informed as to regional, national and world-wide trends in Sport

Responsibility To

Each board member will be responsible to others on the board and to the constitution of Hauraki Plains Community Hub Incorporated and any other legal or constitutional amendments which govern the activities of the board and to the various practices and rules of the various sport national bodies which sets out rules of procedures for the sports. Board members will also be responsible to the sub committees of each of the member organisations in so far as they have an obligation to consider the various needs of stakeholders of the organisation as expressed to the HPCH Board.

VISION and OBJECTS: Hauraki Plains Community Hub (HPCH)

Vision / Purpose

“The Hauraki Plains Community Hub exists to create sustainable, vibrant, social-oriented community services, club sport and recreation for residents and visitors”

Objects

1. **Facilitate the growth** of vibrant, financially and environmentally sustainable member community, sport and recreation clubs throughout the Hauraki Plains
2. **Increase participation levels** across sport and community recreation programmes and events for Hauraki Plains residents and visitors of all ages
3. Be an **inclusive organisation** meeting the needs of ALL diverse communities of interest, respecting the values expressed within the Treaty of Waitangi
4. Encourage member clubs to be social in their values and approach with venues, activities and projects for the **development of people**
5. Incentivise member clubs to **collaborate**, consolidate and re-purpose facilities for increased utilisation and efficiency.
6. Create, own, manage and maintain facilities that **share services** across codes and enable multi-use and multi-mode¹ provision
7. **Facilitate training** both administrative and operational helping our member clubs achieve financial goals and ongoing viability
8. Provide **cross-code**, ‘member club’ and ‘user’ **participation activities**, events programmes and services for residents and visitors to the Hauraki Plains
9. Be visible in the community and be **transparent, accountable and connected** to the needs of the people of the Hauraki Plains
10. Seek funding, manage services and **carry out business** and social enterprise activity, establish subsidiaries, incorporate or become a shareholder in companies, and become a member of any society where it supports the objects (1-9).

¹ Multi-mode refers to methods of participation in a sport beyond the traditional sport or competitive game/competition. It may mean more social participation, more casual participation opportunities or playing modified games usually with a greater emphasis on social play and fun