



WELCOME

Dear Prospective Director for The Hunger Project New Zealand (THPNZ),

Thank you for your interest in becoming a Non-Executive Director of the THPNZ.

This kit has been designed to assist you in providing an overview of the THPNZ. This kit will inform you about the role and responsibilities and process required to become a board member.

Please read the information provided. If you have any further questions please contact Millie Allbon on millie.allbon@thp.org or 027 285 2899

If you would like to apply for a position on our Board please complete the application form online at Appoint Better Boards or as follows at end of this document. Please email along with your current resume and cover note to nzboard@thp.org

Yours Sincerely

Robert Banks
Chair, The Hunger Project New Zealand

INTRODUCTION

Organisation Details

The Hunger Project is a global, non-religious, non-profit organisation working to end world hunger. We believe that hunger can end, and ours is the generation that can eliminate it once and for all. In Africa, South Asia and Latin America, The Hunger Project empowers people to lead lives of self-reliance, meet their own basic needs and build better futures for their children. We believe people who currently live in poverty are not the problem – they are the solution. We don't see a billion mouths to feed, we see a billion human beings who are enterprising and resilient. We call upon their creativity and encourage courageous leadership. Through training and education, the organisation empowers local villagers to take effective and sustainable action in the areas of health, education, adult literacy, nutrition, improved farming and food security, microfinance, water and sanitation and HIV/AIDS prevention.

For hunger to end we all have a part to play; governments, business, society, and people like you.

As a relatively young and small partner country, The Hunger Project New Zealand (THPNZ), is well positioned to leverage the work of others, especially the strong brand of THP Australia, and grow our networks, partnerships and impact. We seek to inspire actions that forward the end of hunger by partnering with individuals, key communities and businesses. Our short-term priorities are building solid foundations for growth and expanding networks and partnerships towards increased fundraising and investment in our Programme Countries. Our key priorities are expanding networks, partnerships and connections towards:

INVESTING: We use the word 'investor' purposefully as we believe when you give you get so much in return. Our investors are a collective of everyday, extraordinary people who are committed to doing and giving what they can to fund the end of hunger.

LEADERSHIP: We have programmes and workshops based on the leadership principles and methodology at work in our programme countries. Our unique leadership and cultural transformation programmes are designed and developed to engage and inspire people to become leaders in their own personal and professional lives.

PARTNERSHIPS: We develop innovative, strategic partnerships with like-minded individuals, small businesses, corporates or organisations who share our vision for a world free from hunger. Our partners invest funds, expertise, skills, resources and networks to enable us to maximise our impact and effectiveness and to scale our work globally. We seek to ensure that our partnerships are purposeful and provide a valued benefit exchange that allows companies to align their organisation's goals with our work.

FUTURE GOALS

The Hunger Project New Zealand (THPNZ) was founded in 1984. THPNZ's strength has been a small number of committed and passionate Board members who have engaged a community of investors who give regularly to THPNZ. Many of the early founders are still committed to the organisation, in service both in time and financially.

In 2015, we partnered with Sovereign Insurance who took action after completing its first year of a corporate cultural transformation and leadership programme with THP to second a CEO for 1 year. This enabled operational leadership for THPNZ.

The organisation has now reached a new phase in its development with the appointment of Millie Allbon as CEO in October 2017. Millie has been with THP Australia since 2010 and brings experience across THP programmes in all continents, THP's unique transformational leadership programmes, fundraising, strategy and operations.

2018 is a year of organisational consolidation as we build our team, professional expertise and develop our strategic plan for the next 3-5 years. Our strategy is being built around the key priorities described in the previous section, and the current Board shaping the future of our organisation. We are building the foundations of a strong and impactful organization committed to being on the team that ends hunger by 2030.

OUR BOARD

Directors of the THPNZ Board are voluntary and a Board term is 3 years. Such term shall commence from the date of the first Board meeting following the appointment of the Board Member.

Our Board meets every two months, with sub-committees meeting at similar regular intervals. Currently members of the Board sit on internal strategic committees to help build and implement our strategic plan. This is a short term measure.

Board meetings will be held every second month and we embrace technology to enable a truly national board. Committees can meet in person, or via video or teleconference. It is up to the appropriate chair and group to decide.

The performance of a Board Member is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.

The current THPNZ Board has 5 Board Members. They are:

- Robert Banks (Chair)
- Libby Sinden (Board Member)
- Karen Johns (Board Member)
- Nomita Singh (Board Member)
- Shirley Hardwick (Board Member)

The Board is supported by:

- Ros Hiini (Secretary)
- Leanne Royden (Treasurer)

THE ROLE

Collectively the Board plays a critical role in governing THPNZ. They are responsible for the health of the organisation and ensuring that diligent oversight of the business performance and compliance performance.

The appointment term is for a three year period, with the option of standing for re-election for a further three year term at the expiry of the term. You will be required to attend a minimum of 80% of the monthly Board meetings annually, and attend Board sub-committee meetings as appointed.

This position reports to the Chairperson of THPNZ. Resignation from the Board will only be deemed effective if done so in writing to the Chair of the Board.

Duties & Responsibilities

Good governance requires that the Board exercise leadership by being clear about its role, responsibilities, relationships and governance processes. These are as follows:

1. The Board is accountable for exercising the authority given to it through its Trust Deed and applicable legislation, including principally the Charitable Trusts Act 1957.
2. The Board sees its role as one of governance. The Board must:
 - a. Hold its staff accountable for the management of all delegated responsibilities.
 - b. Ensure policy appropriately reflects the organisational aspirations of THPNZ.
 - c. Offer leadership in strategy achievement.
 - d. Ensure the Board is accountable to investors and contributors.
3. The Board is responsible for ensuring regular Board development and discipline around its own performance and processes.
4. The Board shall set its work plan and agenda for the year and Board Members shall commit to participating.
5. The Board shall establish, and regularly review, the extent of its authority in establishing programmes, budgets, administering finances and otherwise managing the organisation according to sound practice.
6. The Board shall Exercise due diligence, fiduciary and risk management responsibility and ensure that these risks are identified and managed.
7. The Board shall improve performance through strategy formulation and policy making.
8. The Board shall monitor the organisation's performance.

General Requirements

1. A commitment to work for the greater good of THPNZ with honesty and integrity
2. Provide strategic sense and framing for THPNZ's future sustainability/growth
3. There is an expectation that Board members will make every effort to attend all Board meetings and devote sufficient time to become familiar with THPNZ affairs and the wider environment within which it operates. They will also proactively seek information that supports being fully informed on the affairs of the organisation at a governance level.

4. Assist with the fundraising activities of the organisation through connecting networks, partnership development, attending events, supporting and/or leading fundraising initiatives and promoting THPNZ and its objectives externally.
5. A belief in and commitment to the values and mission of THPNZ
6. Being open to becoming an investor of THPNZ
7. Assist in developing and maintaining good relationships between the Board members, investors and externally;
8. Making time available for Board and related activities during the month i.e: estimated to be approximately 15 hours per month.
9. This role will appeal to a director who is passionate about making a difference locally and globally by meaningfully contributing to the end of hunger through empowerment of people, transformational leadership and self-reliant strategies. You'll foster an expansive and courageous mindset, see the opportunity and have a willingness to drive growth in New Zealand.

Board Member & Sub-Committee recruitment, appointment and development

1. The Board conducts a regular review of its members in order to identify the skills the Board requires in new members to enable it to govern well
2. All board members are responsible for identifying prospective board members; recommending them for consideration to the Chair (or any committee established by the Board to coordinate Board nominations)
3. From time to time the Board may approve when a prospective board member should be considered and recruited, in light of board composition and skills needed
4. It is the responsibility of the Board to ensure there is an orientation programme for new board members
5. It is the responsibility of the Board to ensure an annual evaluation and development plan for the Board, from time to time informal evaluations may be carried out
6. Sub Committee will be developed and approved by the Board and members can be appointed to the committee by the Board.
7. Sub Committees may consist of Governance & Policy, Finance, Strategy and planning, PR, Marketing and Communications, Fundraising and Partnerships, Community Engagement or similar.

Remuneration

The position is a voluntary role.

Still Interested? Apply to become a Board Member:

Complete your application including: skills criteria, CV and email to NZboard@thp.org

Your application will be assessed by a Board delegation. If it meets the selection criteria, the Board will invite shortlisted candidates to an interview to discuss their application further.

Following this a formal selection and endorsement/introduction process will occur with the Board and the successful candidate will be invited to be appointed to the Board.