



## Job Description

<b>Job title:</b>	Board Chairperson
<b>Position reports to:</b>	Basketball Manawatū Membership
<b>Appointment Period:</b>	12 Months (Following Annual General Meeting)
<b>Location:</b>	Basketball Manawatū CET Arena Office, Palmerston North
<b>Position Type:</b>	An estimated commitment of 1 monthly board meeting of 2-3 hours with 1 – 2 hours of prior reading. Availability for special events or General Manager support of 1-2 per quarter if required.

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### Background

Basketball Manawatū is the Regional Sports Organisation in the Manawatū for the sport of Basketball. Basketball Manawatū is an Incorporated Society and has grown from small beginnings to become a substantial Association. Basketball Manawatū provides basketball services and events benefiting the Manawatū, Horowhenua, and Tararua communities. Administration headquarters are located at Sports House in Palmerston North, with a satellite office based at Central Energy Trust Arena.

**Our Vision:** To be the sport of choice in the Manawatū.

**Our Mission:** Increase the profile of basketball.

### Our Strategic Plan Outcomes

#### Participation:

- ❖ To grow and develop the game and the people that participate in it.
- ❖ To deliver quality competitions and programmes

#### Performance Pathways:

- ❖ Create a larger and sustainable pool of talent.
- ❖ Create a clear performance pathway.

#### Events:

- ❖ To be the regional basketball event capital of New Zealand

### Increase the profile of basketball through:

#### Capability:

Ensure that organisations have the capability to optimally deliver the vision.

#### Resources:

Maximise opportunities for success through the adequate resourcing of all key objectives.

#### Facilities:

To work with facility providers to ensure that the region maintain a facility resource that is fit for purpose and geared to accommodate growth.

### Key responsibilities and reporting lines as they relate to and interact with the General Managers role.

While this position reports to the wider membership of Basketball Manawatū, it also has a working relationship with the General Manager of Basketball Manawatū. The role is a governance role, as opposed to an operational one. The General Manager may from time to time call on the executive member for assistance in a relevant operational matter, & it is hoped that the executive member will agree to assist if called upon.

## Functions of the Role:

To govern Basketball Manawatū and to advance and protect the long-term interests of basketball throughout the region.

To act honestly, in good faith and in the best interests of the organisation and in so doing, to support the organisation in fulfilling its mission and discharging its accountabilities.

In concert with the rest of the board, the Chairperson member will:

- ❖ Employ and manage the General Manager;
- ❖ Facilitate the setting of the strategic direction and priorities for the organisation;
- ❖ Assist in setting policy and management performance expectations;
- ❖ Characterise and manage risks; and
- ❖ Monitor and evaluate organisational achievements.
- ❖ Assist General Manger with strategic and commercial relationships.

Encourage board members to apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. As well as work with Board Members with special skill and knowledge to apply that skill and knowledge to matters that come before the board.

## Key Results Area (Duties and Tasks)

### 1. General

- ❖ To see the big picture and the implications and impact on issues in the broader sense;
- ❖ To make sensible, astute recommendations and business decisions;
- ❖ To interpret both factual and conceptual information and make sound judgements based on that information;
- ❖ To contribute to the creation and not merely the preservation of stakeholder value; and to be able to distinguish between the separate but complementary roles of governance and management.

### 2. Strategic

- ❖ To regularly facilitate & discuss at Board and Operational levels progress on strategic goals.
- ❖ To understand the position of the organisation in its markets and its relationship to key stakeholders;
- ❖ To ensure that strategies and business plans are adopted that will deliver the organisation's vision and mission; and
- ❖ To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

### 3. Analytical

- ❖ To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
- ❖ To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
- ❖ To remain objective and measured under pressure.

### 4. Social

- ❖ To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
- ❖ To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
- ❖ The strength of character to maintain an independent point of view when others disagree.

## Person Profile

### Competencies and Attributes

- ❖ Ambition – Desires to grow in responsibility and authority;
- ❖ Adaptability – Not rigid. Copes effectively with complexity and change;
- ❖ Change Leadership – Actively intervenes to create and energise positive change. Leads by example;
- ❖ Creativity – Generates new approaches to problems or innovations to established best practices. Shows imagination;
- ❖ Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimise outcome. Doesn't suppress, ignore or deny conflicts;
- ❖ Energy/Drive – Exhibits high energy levels, fast-paced with a strong desire to achieve and high dedication levels;
- ❖ Excellence – Sets high stretch standards of performance for self and others. Low tolerance for mediocrity. High sense of responsibility;
- ❖ Integrity – Ironclad. Does not ethically cut corners. Earns trust of co-workers. Puts organisation above self-interest;
- ❖ Intelligence – Ability to acquire understanding and absorb information rapidly;
- ❖ Judgement/Decision Making – Consistent logic, rationality and objectivity in decision making. Neither indecisive nor a hip shooter;
- ❖ Listening – Tunes in accurately to opinions, feelings and needs of people. Empathetic. Patient. Let's others speak. Listens actively;
- ❖ Likability – Puts people at ease. Shows emotional intelligence. Warm, sensitive, compassionate. Friendly, sense of humour, genuine. Not arrogant;
- ❖ Negotiation Skills – Achieves favourable outcomes in win/win negotiations;
- ❖ Pragmatism – Generates sensible, realistic, practical solutions to problems;
- ❖ Persuasion – Persuasive in change efforts, selling a vision. Convincing;
- ❖ Resourcefulness/Initiative – Passionately finds ways over, around or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented 'doer';
- ❖ Stress Management – Stable and poised under pressure;
- ❖ Strategic Skills – Determines opportunities and threats through comprehensive analysis of current and future trends. Comprehends the big picture;
- ❖ Tenacity – Consistent reward from passionately striving to achieve results. Conveys strong need to win. Reputation for not giving up;
- ❖ Team Builder – Achieves cohesive, effective team spirit with staff. Treats staff fairly;
- ❖ Vision – Provides clear, credible vision and strategy;

### Experience

- ❖ Demonstrated leadership and high-level communication skills with proven ability to build effective cooperative working relationships internally and with diverse stakeholders;
- ❖ Proven relationship management experience;
- ❖ Experience of making a major contribution to leading to the formulation and delivery of organisational strategy;
- ❖ Sport or Event industry experience;
- ❖ Extensive project management experience;
- ❖ Knowledge of basic legal principles and their application to a regulatory framework;
- ❖ Business, financial, and commercial experience;
- ❖ Proven ability to strategically develop and manage a program or work area inclusive of planning, reporting, administration of resources and budget;
- ❖ Knowledge of applicable legislation including but not limited to: the Health and Safety at Work Act, the Vulnerable Children's Act, the Privacy Act, Smoke-free Environments Act and Incorporated Societies Act.