

The Business Hawke's Bay Appointment Policy for Board Members

About the Role

Business Hawke's Bay (BHB) is the region's business led economic development agency. Our role is to foster business development and business growth Hawke's Bay.

BHB is an incorporated society and although our governance group is referred to as a board, we are not a board of directors as in a company sense.

Our board members are all volunteers and not paid. BHB operates on a minimal budget and limited resources. As a result the board undertakes the governance function but also crosses over into the operational space as members of subcommittees to provide assistance to our CEO Susan White with particular projects.

Our current board members are listed on this website and are either representatives of private sector funders, providers of other support to BHB and its functions and/or leaders in a relevant industry.

We currently have nine board members but wish to increase this number to 12 in order to spread the workload.

Board members are appointed at BHB's AGM for a term of one year but are able to be reappointed. Board meetings are held on a monthly basis. Availability to attend other BHB meetings with stakeholders and other organisations may be required. Membership of subcommittees from time to time for particular projects is expected.

Board members are expected to bring the requisite skills but also to either contribute funds, resources, in-kind support or time contribution to projects. We estimate that the average time commitment of a board member is somewhere between 100 to 200 hours per annum. Some of our board members have contributed many more hours than that. Our board is passionate about growing business in Hawke's Bay.

New board members will be appointed on the basis of merit and best fit, however we will also take into account particular industry experience for example we currently have a gap in the agriculture/horticulture sector and the food and beverage processing sector in terms of representation.

Key Skills, Knowledge and Attributes

- governance experience
- significant leadership/operational experience in private sector business
- significant knowledge in a relevant industry
- an understanding of and experience of business and commercial environment
- an understanding of the local government and political environment
- strong networks
- Sound judgement and decision making ability - pragmatic
- commercial acumen
- high standard of personal integrity
- clear communication skills and ability to debate in a reasoned manner
- effective team player and collaborator
- strategic thinker

Other factors may also be taken into account such as:

- alignment with BHB's objectives and strategy
- conflicts of interest
- board dynamics and stakeholder relationships
- capacity to commit 100 to 200 hours per annum to the cause, attend regular board meetings, participate in sub committees, attend various meetings with stakeholders and other organisations, attend events and generally fulfil all of the requirements of being a board member
- the capacity to either personally or through your business entity to contribute funds, resources or in-kind support to BHB although not essential would be welcomed.

Appointment Process

Applicants may be sought through a combination of search methods including advertising the position, seeking nominations from business leaders and stakeholders, receiving nominations from board members.

Applicants will be required to provide a covering letter and a CV. Applicants will also be required to declare any potential conflicts of interest.

The complete list of applicants will be compiled and screened to ensure that they have the required key skills, knowledge and attributes. A subcommittee of the board which will include the chairperson and at least two of the board members will then recommend a short list of candidates to the full board. The subcommittee will then interview the approved shortlisted candidates, undertake reference checks and other relevant checks. The subcommittee will then recommend final candidates to be put forward to the AGM of BHB for consideration and voting by the BHB members.