

## **Responsibilities of a Director on the Institute of Internal Auditors NZ Board 2023**

### **National Board Member**

- Purpose:** To govern the Institute in accordance with the Rules, By-Laws, and policies.
- To pursue and apply best practice for the benefit and viability of the Institute.
- To govern in accordance with the vision, mission, values, philosophies, and strategic goals of the Institute.
- Term:** Two years from the date of the Annual General Meeting at which the member was elected (unless co-opted to fill an unexpired term). A member may be elected for a second, concurrent term of two years, after which they must resign from the Board.

### **Responsible to: Chair of the Board**

IIA NZ has an expectation that members of the National Board will:

- Respect and acknowledge that the Board's first (and legal) responsibility is for the organisation's sustainability, performance, and compliance through collective decision-making.
- Incorporate the principles of continuous quality improvement into all activities
- Comply with IIA NZ policies and declare conflicts and declarations of interest
- Respect IIA NZ members' privacy and right to confidentiality
- Present a professional and business-like image through appropriate dress and behaviour when representing IIA NZ
- Participate in and contribute to meetings of the National Board.

### **Primary Objectives**

- Govern the Institute effectively and consistent with IIA NZ direction, policy and strategy and consistent with the Rules of the Institute.
- Develop and annually review the Institute's strategic plan.
- Approve the annual budget.
- Oversee the development of the annual business plan and budget.
- Receive reports and monitor the implementation of strategic and business plans.
- Prepare for, participate in, and contribute knowledge and experience to Board meetings and observe recognised protocols for appropriate conduct of Board meetings.
- Represent IIA NZ at meetings and forums as required or in relation to portfolio or area of special interest.
- Be informed about the wider political, social, economic, and legal environments within which the Institute operates.
- Implement strategies which contribute to raising the awareness of IIA NZ and provide advocacy and policy advice to government/politicians and appropriate external agencies.
- Be conversant with the communications sent from the IIA NZ office to members.

### **Meetings:**

Board members are required to attend scheduled Board meetings. The Board meets on a Wednesday from 9:30am to 11:30am on a six-weekly basis. Attendance can be by person at a location agreed by the Board, or video conference (Teams).

## Board Meeting Schedule 2023-2024

Wednesday 26 April 2023, 8 – 10 am.	IIA NZ Office – Wellington or Virtual
Wednesday 24 May 2023, 8.30 – 10 am.	IIA NZ Office – Wellington or Virtual
Wednesday 7 June 2023, 8 – 10 am.	IIA NZ Office – Wellington or Virtual
Wednesday 19 July 2023, 8 – 10 am	IIA NZ Office – Wellington or Virtual
Wednesday 30 August 2023, 8 – 10 am	IIA NZ Office – Wellington or Virtual
<b>IIA NZ Conference 2023</b> 19-20 September 2023 Aotea Centre, Auckland	In person (Venue TBC)
Thursday 21 September 2023, 9.00 – 12.30 pm IIA NZ Strategy Scoping Meeting	In person (Venue TBC)
Wednesday 1 November 2023, 8 – 10 am	IIA NZ Office – Wellington or Virtual
Wednesday 13 December 2023, 8 – 10 am	IIA NZ Office – Wellington or Virtual
Wednesday 7 February 2024, 8 – 10 am	IIA NZ Office – Wellington or Virtual
Wednesday 20 March 2024, 8 – 10 am	IIA NZ Office – Wellington or Virtual
IIA NZ Conference and AGM 2024 7 - 8 May 2024	In person (Venue TBC)
Thursday 9 May 2024, 9.00 – 12.30 pm IIA NZ Strategy Scoping Meeting	In person (Venue TBC)

No meetings are held in January.

The Board also meets in person twice per year: once after the AGM and once in conjunction with the IIA NZ conference. Attendance is required for any extraordinary meeting when called.

It is vital that every board member turns up well prepared and up to date on the issues at hand. Board papers often contain sensitive information, and all reasonable care is to be taken to ensure they are kept secure.

### Committees

The IIA NZ has three strategic board committees: Advocacy, Education and Membership. A Board member is expected to serve on the committee of choice and take an active role in achieving the objectives of that committee. The committees meet on a six-weekly basis, this held 5 – 10 days prior to a scheduled board meeting. How the committee meets is determined by the committee for the year.

### Time Commitment

It is anticipated that there a minimum time commitment of 40 hours per year. However the nature of the role makes it impossible to be specific about the time commitment which includes attendance at the six weekly scheduled meetings, two annual in person days and the Board strategic committee of which you are a member. In addition, you will be expected to devote appropriate preparation time ahead of each meeting.

Further information can be obtained by contacting the Chief Executive, Sally Dunbar ([ceo@iianz.org.nz](mailto:ceo@iianz.org.nz)) or by telephone 04 384 8840.