

Construction and Infrastructure CoVE (ConCOVE) Board of Directors Application Form

Instructions

To apply to be a ConCOVE Board member you must complete this form and supply:

- Your CV
- A letter explaining your reasons for wanting to join the ConCOVE Board, how you will promote ConCOVEs work to the sector and any governance experience
- A completed knowledge and skills self-assessment (see Schedule A) by 5pm, Friday 11 October, 2024.

If you have been nominated to apply, this application form must be signed by the ConCOVE member nominating you.

Please submit your completed forms by uploading to [ConCOVE website](#) or email to melanie.kerr@concove.ac.nz.

If you have any questions about the application process please contact a Board Co-Chair.

Phil Hokianga

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Graham Burke

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1. Conflict of interest disclosure statement

Directors must avoid conflicts between their self-interest and their duty to the organisation. In the space below please identify any relationship with any organisation that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of appointment to the Board.

Organisation	Role

2. Knowledge, skills and experience

The Board seeks a complementary balance of knowledge, skills and experience.

Please complete the attached Knowledge and Skills Self-Assessment (Schedule A) and include this with your application.

3. References

Please provide two referees (may include nominator)

Full Name:

Relationship:

Company, if applicable:

Mobile:

Full Name:

Relationship:

Company, if applicable:

Mobile:

4. Conditions of appointment

Board members must:

- Be a member of a ConCOVE, or be nominated by a ConCOVE member
- Act in good faith and the best interests of the organisation
- Exercise your power as a Director for a proper purpose
- Not allow, agree, or cause the business the business to be carried out in a way likely to create a substantial risk of serious loss to the organisation’s creditors
- Take the care, diligence and skill that a reasonable Director would exercise in the same circumstances
- Enjoy the organisation can pay all its debts and and has more assets than liabilities
- Complies with the Companies Act

- Meet the requirements and responsibilities of their position, for example, preparing for and attending Board and committee meetings, upholding their fiduciary obligation to the organisation, and working co-operatively and respectfully with other Board members.

The expectations of an individual Board member and the expectations of the Board as a whole are detailed in Schedule B.

5. Nomination

I, _____ (name) of _____ (organisation)

am a member of ConCOVE and am nominating _____ (name) of,

_____ organisation and support their application to be a ConCOVE Board

member.

Signed: _____ Date: _____

6. Declaration

By submitting this application, I declare that I accept and agree with the expectations of the Board members and the Board as a whole. I certify that the information in this application and my CV are true.

Signed: _____ Date: _____

Schedule A: Knowledge and skills assessment

The skills matrix is composed of 4 sections. Please score yourself 1-3 against each capability.

Please complete every line and column in each section

1 = Low, 2 = Medium, 3 = High

Construction and Infrastructure Experience / knowledge	Proficiency	Interest Level
Industry experience / knowledge		
Education experience / knowledge		
Research experience / knowledge		
Government legislation experience / knowledge		

Technical Skills / experience	Proficiency	Interest Level
Accounting		
Finance		
Law		
Marketing		
Information Technology		
Public relations		
Risk management		
Human resource		
CEO /Senior management		
Te Tiriti O Waitangi		
Pasifika Culture and needs		
Diversity experience, particularly women in trades		

Governance Competencies	Proficiency	Interest Level
Strategic thinking / planning from a governance perspective		
Compliance focus		

Behavioural Competencies	Proficiency	Interest Level
Team player / collaborative		
Ability and willingness to challenge and probe		
Common sense and sound judgement		
Integrity and high ethical standards		
Mentoring abilities		
Interpersonal relations		
Listening skills		
Verbal communication skills		
Understanding of effective decision-making process		
Willingness and ability to devote time and energy to the role		

Schedule B: Board member role descriptions

1. Expectations of the Board as a whole

The mission of ConCOVE.

As the highest leadership body of the Organisation and to satisfy its fiduciary duties, the board is responsible for:

1. Establishing vision, mission and values
 - a. Determine ConCOVE's vision and mission to guide and set the pace for its current operations and future development.
 - b. Determine the values to be promoted throughout ConCOVE.
 - c. Determine and review ConCOVE goals.
 - d. Determine ConCOVE policies
2. Selecting and evaluating the performance of the ConCOVE Director
3. Setting strategy and structure
 - a. Review and evaluate present and future opportunities, threats and risks in the external environment; and current and future strengths, weaknesses and risks relating to ConCOVE.
 - b. Approve the business strategy and plan as appropriate.
 - c. Ensure that ConCOVE's organisational structure and capability are appropriate.
4. Ensuring strong fiduciary oversight and financial management
5. Manage organisational risk
6. Delegate to Management
 - a. Delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
 - b. Determine monitoring criteria to be used by the board.
 - c. Ensure that internal controls are effective.
7. Approving and monitoring ConCOVE's Annual plans, reports, budgets, and adherence to the funding contract.
8. Enhancing ConCOVE's public image
9. Assessing its own performance as the ConCOVE governing body
10. Do no harm to the Host organisation's reputation

2. Expectations of individual Board members

Each individual board member is expected to:

1. Know ConCOVE's mission, policies, projects, and needs.
2. Faithfully read and understand the financial statements.
3. Faithfully read and understand risk reports.
4. Serve as active advocates and ambassadors for ConCOVE.
5. Leverage connections, networks, and resources to develop collective action to fully achieve ConCOVE's mission.
6. Prepare for, attend, and conscientiously participate in board meetings.

7. To **always** act in the best interest of ConCOVE and **all** vested stakeholders.
8. Apply their single voting rights conscientiously
9. Abide by board resolutions.
10. Declare any potential conflicts of interest both formally and as conflicts arise.
11. Maintain confidentiality about all internal ConCOVE matters

3. Expectations of Board Co-Chairs

1. Is a member of the Board
2. Is a partner with the Co-Chair and Director in achieving the organisation's mission
3. Provides leadership to the Board of Directors, who sets policy and to whom the Director is accountable.
4. Chairs meetings of the Board after developing the agenda with the Co-Chair and Director.
5. Discusses issues confronting ConCOVE with the Co-Chair and Director.
6. Formally evaluates, with the Co-Chair, the performance of the Director and informally evaluates the effectiveness of the Board members.
7. Maintains open lines of communication with and meets regularly in between formal meetings or Board work sessions with the Co-Chair and Director
8. Encourages the Board's role in strategic planning
9. Helps guide and mediate Board actions with respect to ConCOVE priorities and governance concerns.
10. Reviews with the Co-Chair and Director any issues of concern to the Board.
11. Monitors financial planning and financial reports.
12. Evaluates annually the performance of ConCOVE in achieving its mission.
13. Ensures that ConCOVE maintains positive and productive relationships with all stakeholders
14. Facilitates the appointment of vacant board member positions as per the Charter
15. Performs other responsibilities assigned by the Board.