

Role Profile

Position Title:	PSSC Board Member
Location:	South Canterbury
Reporting to:	PSSC Chair
Date:	August 2022

About the Organisation

Presbyterian Support South Canterbury (PSSC) provides a wide range of residential and community aged care and family focused services. The South Canterbury geographic region covers an area bounded by the Rangitata and Waitaki rivers and stretches from the Alps to the sea. Services can be delivered outside the South Canterbury area with agreement from the Support region concerned.

Presbyterian Support's mission is "Supporting people with quality care and Christian love." Our vision is for the South Canterbury community to be strong, vibrant, safe and healthy. This vision will be achieved when children, young people, families and adults regardless of age live a safe, productive and meaningful life built on mutual respect and trust, clear in the knowledge that people will work together to support each other and reach their full potential.

We aim to be one of South Canterbury's leading providers of social services and we will work tirelessly to achieve our mission and vision which are the foundation stones of our recognised philosophies:

- "The Eden Alternative" for residential services and;
- "Powerful Families" for children, young persons, adults and their family's services and;
- "Restorative Care" for community-based services.

Role Purpose

Board members come from a wide variety of backgrounds and experiences. Each member brings a unique and valued contribution of knowledge, experience and understanding of the work we do and of our community. They individually reach out into our community to attract the financial, human and public resources we need as an organisation to survive and thrive. Board members have individual and collective responsibility for the long term welfare of Presbyterian Support.

All Board positions are voluntary.

The purpose, role and functions of the Board are set out in PSSC's Constitution and Rules. The Board has five primary functions:

1. To plan the future strategic direction of PSSC. The Board draws information on community priorities from key stakeholders and develops strategic goals and priorities each year to formulate strategic and business plans.
2. To monitor the ongoing performance of PSSC against its strategic goals and objectives.
3. To comply with relevant legislation, including the Health and Safety at Work Act 2015 and the Health and Safety Regulations 2016.
4. To receive reports on the organisation's financial position and to plan and ensure its financial sustainability.
5. To maintain close communication and liaison with the South Canterbury community, to promote PSSC in the community and to encourage the community to support the organisation with financial and other resources.

Position Responsibilities	
Key areas of activity	Accountabilities
Strategic Contribution	• Develop, approve and monitor the strategic, business and quality plans of the organisation. • Understand, accept and demonstrate commitment to PSSC's strategic goals and objectives. • Consider, approve and monitor the annual financial budget presented by the Chief Executive, ensuring adequate resourcing is provided for meeting legislative and health and safety requirements. • Consider and approve all major capital expenditure proposals, ensuring adequate risk management procedures are in place. • Ensure PSSC's property, buildings, grounds and physical assets are adequately maintained and upgraded as appropriate. • To ensure the Mission, Vision, Values and Philosophies guide decision-making including ensuring residents and clients participate in and influence change. • Assist in the development, review and oversight of Strategic Risks, and ensure personal comfort with the risk tolerance levels, risk ratings and mitigations. • Appoint the Chief Executive and conduct an annual review and appraisal of performance. • Support the Chair and CEO in succession planning to ensure ongoing governance and leadership continuity of PSSC and contribute to Board evaluations.
Embodying a Governance Leadership Culture	• Ensure all aspects of PSSC's work and business is conducted in a proper, ethical and legal manner and is consistent with the stated mission and objects of the organisation. • Understand, accept and demonstrate commitment to PSSC's Mission, Vision, Values and Philosophies, including the 10 Eden Alternative Philosophy principles. • Attend regularly and participate actively in Board meetings - Prepare thoroughly for all meetings and ensure Board papers are read. - Keep well informed on Support's services, programmes and activities. - Keep all Board matters confidential. - Accept and be bound by collective decisions of the Board. • Foster a Board and PSSC culture that promotes inclusion, cultural competence, ethical practices, a focus on clients and staff, and accountability.

Key areas of activity	Accountabilities
Strategic Health & Safety	• As an officer of a PCBU, Board members have a duty under the Health and Safety at Work Act 2015 to exercise due diligence to ensure that the organization complies with its Health and Safety responsibilities under the Act • To provide leadership and policy that sets the direction for health and safety management. • To ensure that risk is identified and managed within accepted compliance requirements. • Role model Health & Safety excellence through own behaviours on PSSC sites, and ensuring that no harm is caused to others.
Community Contribution & Service Promotion	• Report annually to the membership at the annual general meeting. • Represent PSSC at community events, fundraising activities, and meetings with relevant organisations, local bodies and public representatives. • Act as an effective PSSC ambassador, enhancing PSSC's reputation in the community and with government.
General	• Accept membership of Board committees as appropriate. • Contribute responsibly, effectively and co-operatively to the work and deliberations of the Board. • To identify knowledge gaps and undertake professional development to understand and meet Board responsibilities • Maintain up to date financial membership of PSSC as determined by the Board from time to time. • Represent and speak publicly for PSSC as deputised by the Board. • Support the Chair and CEO with the governance of strategic projects or other related tasks, as and when required.

Knowledge and Qualifications	
Key Areas	Description: this section is aspirational. The Board has a mix of qualifications/knowledge and experience.
Skills & Experience Some knowledge in these areas would be advantageous	• Knowledge of the principles (and differences) of the Treaty of Waitangi and Te Tiriti o Waitangi, and an awareness of the obligations these create for a mainstream faith-based organisation. • Understanding of, and commitment to, the principles inherent in faith-based organisations. • Excellent communication skills, particularly influencing and representational skills to key stakeholders, including Iwi/Māori organisations, government, churches and donors. • Ability to make sound decisions, and identify clear solutions from broad, complex and ambiguous situations. • Understanding of, and/or experience in, community and volunteer activities, particularly with young people and/or Māori. • Understanding of accounting and some financial knowledge
Skills & Experience Desirable but not essential	• Proven governance or significant senior executive experience. • Experience within an NGO in the health & disability and/or social services is advantageous. • Proven experience in developing, monitoring and reviewing strategic, operational, risk and people strategies. • Strong governance leadership skills, with a 'lead by example', collaborative, and values driven approach.
Qualifications Desirable but not essential	• Relevant Tertiary qualification in Management and/or experience in the areas where the Board is looking to strengthen its • Membership of the NZ Institute of Directors
Ethics essential	• Promote and model the PSSC values and ethical behaviours at all times.

Duties, Accountabilities and Communication	
Board Membership	• The Board has a membership 10, 5 of whom are elected at the Annual General Meeting, and 5 are appointed by the Board. Board members hold office for three years but are eligible for re-election or re-appointment.
Chairperson and Deputy Chairperson	• The Chairperson and Deputy are elected by the Board at its first meeting after the AGM
Meeting Attendance	• The board normally meets monthly on 11 months of the year. The Board reports twice annually at 6 monthly intervals, once in March and the second occasion is to the annual general meeting which is usually held in

	October. Any member who is absent for three Board meetings without being granted leave of absence is deemed to have vacated office.
Quorum	A quorum of the Board requires the attendance of at least five Board members.
Voting	Normally this is done by a verbal indication, show of hands or by ballot if requested.
Employees	Employees are not eligible to stand as Board members.
Accountability	Board members are accountable to the Board Chairperson.
Resignation	Resignation as a Board member is by notice in writing addressed to the Chief Executive
Board/Staff Communication	- Board members are responsible for the governance of PSSC. The Chief Executive is responsible for the management of the organisation within the policies and direction of the Board. - The Board Chairperson must be approached first on any matter concerning management or staff. - The Chief Executive may be approached for information on matters relating to the general management and administration of PSSC . - Board members have a right of access at suitable and appropriate times, to records relating to the functions of the Board. They do not have a right of access to service, client or staff records.

Key Relationships

Internal:	Chair & Fellow Board members CEO & PSSC Leadership Team Executive Assistant Wider PSSC employees
External:	Key external stakeholders (e.g. Iwi and Māori organisations, Government, Presbytery Churches/Schools, Significant Donors, relevant NGOs) External Audit and/or Investment Managers (if appropriate)
Authorities:	As per PSSC Board Charter and delegation policy