

## Governance and Management Policy and Job Descriptions

Version 5 (10 August 2012)

### 1 Policy Aims

This policy aims to set out the manner in which the NZIFSA will be governed and managed. The aims of the governance/management model are to:

- Enhance organisational performance and reduce workloads on volunteers,
- Strengthen the confidence of members,
- Enhance member satisfaction and understanding through transparent decision-making, and to
- Improve rates of volunteerism and satisfaction.

### 2 Documents

The documents that govern the NZIFSA are:

- Constitution
- NZIFSA Code of Ethics / ISU Code of Ethics / Coaches Code of Ethics
- Policy Documents
- Rules and Regulations

All decisions and actions the Board, Operations and Development Groups must be consistent with all of the above documents. The documents govern the organisation in the order shown above, such that any document below another document in the list above must be consistent with the documents above it. Where any inconsistency exists, the rules from the higher document shall be used in decision-making.

In addition, a Strategic Plan is used to guide the creation and change of policies and the prioritisation of efforts and resources. The Strategic Plan will be reviewed annually by the NZIFSA Board.

### 3 Policy-Based Decision-Making

The NZIFSA shall endeavour to put into place written policies to cover all areas of decision-making and to codify standard practices.

As much as possible, policies should be objective, that is, they should leave as little as possible to discretion. Where policies must be subjective the policy should set out criteria for evaluation and include guidelines for applying the criteria.

### 4 Policy Document Change Process

Changes to Policy Documents will be made in accordance with the "Alterations to the Constitution, Code of Ethics and Regulations" section of the NZIFSA Constitution. ~~may be made at any time by the Board informing member clubs of changes it intends to make to a policy and the rationale for such changes. Members must be given a minimum of four three clear weeks to submit responses, which must include a rationale, to the suggested changes. The Board shall consider each response and either approve it, alter and approve it, or reject it. If a response is altered or rejected the Board shall inform the member of the reasons for the alteration or rejection. The Board may not consider suggested changes to a Policy Document that are outside the scope of the original intended changes.~~

~~Changes to Policy Documents (or any other governing document) may also be made at a General Meeting through the remit process described in the Constitution.~~

~~Members may make submissions by proposing changes to Policy Documents or the creation of new Policy Documents by making a submission in writing to the NZIFSA Secretary or through the Policy Submissions forum on the NZIFSA website. Such submissions shall include a rationale. The Board shall consider all submissions when the policy is next reviewed and either approves a submission, alter and approve it, or reject it. Approved submissions shall be collated and sent to members for their consideration in the same manner as for changes initiated by the Board.~~

~~In order to give longer periods for consultation/submissions, the Board will now post all the current policies under the Members' Forum — Policy Submissions but with a 'watermark' stating "Current Policy For Review". Members can make submissions on any policy until the date set in the Policy Review Dates and Deadlines listing, e.g. 15 October for Nationals Hosting Policy. The deadline for submissions will be listed on the forum with the policy.~~

~~After that date, submissions will be reviewed at the next Board meeting. Submissions must be written so that they can be incorporated directly into the document. Changes to the policy will be made based on Board and Members' submissions. Any changes will show up as underlined and struck out sections of text. This version is called the 'Draft Updated Policy' and will have that watermark. The "Draft Updated Policy" will be put back on the Members' Forum under the relevant Policy or section. Further submissions can then be made by Members, but only on the changes. The Draft Updated Policy and further submissions are reviewed and the final policy amended if necessary and adopted at the next Board meeting. This final policy has no watermark, and becomes the current policy and will be posted on the NZIFSA website.~~

## **5 Policy Exceptions**

No action by the Board, Operations or Development Groups or resolution of the Board may be inconsistent with a Policy Document except where either:

- 1) The Board believes the existing Policy did not take into consideration the current circumstances; or
- 2) intended changes to the Policy have been sent to members for consideration and the resolution is consistent with these intended policy changes;
- 3) and the resolution was passed by a four-fifths vote of the NZIFSA Board.

If the Board takes an action or resolution under this section, a rationale must be provided to members as soon as possible. The inconsistency and rationale should be considered when the Policy is next reviewed so that the Policy can be rectified if necessary.

## **6 Timeline for and Process of Changes to Rules and Regulations**

Members may make submissions by proposing changes to the Rules and Regulations by making a submission in writing to the NZIFSA Secretary or through the Rules and Regulations forum on the NZIFSA website. Such submissions shall include a rationale. The Technical Director shall put forth draft Rules and Regulations including all submissions when the Rules and Regulations are next reviewed and hold a discussion forum at the time of the NZ National Championships. The Technical Director will then put the draft Rules and Regulations with the recommendations for changes as a result of the consultation process for further comment/consideration. The draft Rules and Regulations are then sent to the Board to either approve a submission, alter and approve it, or reject it.

~~In order to give longer periods for consultation/submissions, the Board will now post all the current sections of the Rules and Regulations under the Members' Forum — Rules and~~

## New Zealand Ice Figure Skating Association Governance Policy

~~Regulations but with a 'watermark' stating "Current Rules For Review". Members can make submissions on Rules and Regulations until the date set in the following timeline. The deadline for submissions will be listed on the forum with the sections. Once the Rules and Regulations have been approved by the Board, they become the current Rules and Regulations as at 1 January each year and will be posted on the NZIFSA website.~~

May-July:	Technical Director drafts rule changes in consultation with invited persons and <u>in response to</u> changes in the ISU Rules in each of the disciplines – Singles, Pair Skating, Ice Dance, Synchronized Skating, Kiwi Skate and Adult Skating.
August:	Draft of Rules and Regulations to Skating Community for feedback/submissions
Sept/Oct:	At NZ National Championships – Forums to discuss rules, future directions, development. Draft Rules and Regulations finalised
Oct/Nov:	Rules and Regulations to the Board for approval two weeks prior to Board meeting
Dec:	Rules and Regulations printed and distributed
1 Jan:	Rules and Regulations come into effect.

## 7 Job Descriptions

The NZIFSA shall maintain and append job descriptions as an appendix to this policy for all elected and appointed officers. These job descriptions shall set out duties and responsibilities, desirable experience and period of appointment for the position.

Job descriptions should be aligned with the strategic plan, so that all objectives in the strategic plan have been assigned to an individual or group.

Volunteers and staff shall be responsible for carrying out and following the policies of the organisation. The NZIFSA Board maintains full control over the organisation and job descriptions do not confer any special powers to an individual or group. All actions carried out by the job-holder must be explicitly allowed by the Constitution, another Policy Document, the Rules and Regulations, approved procedures or a resolution of the Board.