

## NZISA CEO Limitations Policy

Version 1.0 (14 May 2011)

### 1. Policy Aim

This policy aims to establish the parameters within which the CEO has authority to operate.

### 2. Executive Constraint

The CEO shall operate the NZISA in a manner which is lawful, prudent and in accordance with commonly accepted nonprofit business practices and professional ethics.

Accordingly the CEO shall:

- Operate at all times within the constitution and regulations of the NZISA;
- Not cause or allow any practice, activity, decision or organisational circumstance that is in any way unethical, unlawful or imprudent, or which violates any board policy or expressed board values;
- Keep the board informed of the true and accurate position of the outcomes of programmes, financial position, significant management issues and all matters having real or potential legal/organisational risk considerations for the NZISA;
- Submit data in a timely, accurate and understandable fashion, addressing the various issues to be monitored by the board;
- Inform the board of significant trends, implications of board decisions, issues arising from policy matters and changes in the basic assumptions upon which the board's strategic results policies are based;
- Keep board members informed when for any reason there is actual or anticipated non-compliance with a board policy;
- Inform the board of such occasions when it violates one of its own policies;
- Ensure that there are effective communications channels relevant to the board's task;
- Deal with the board as a whole except when responding to individual requests for information from board committees or working parties;
- Involve the board in the appointments process for appointed positions within the NZISA structure.

### 3. Accountability of the CEO

The CEO is the Board's formal link to the NZISA's operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the CEO.

### 4. Delegation to the CEO

As long as the CEO uses any reasonable interpretation of the Board's governance and management policies, the CEO is authorized to make all decisions, take all actions, establish all practices and develop all activities.