

Board Job Descriptions

These job descriptions are for specific roles on the Board, and should be read in conjunction with the more general Board Charter document and the constitution.

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Board Member

Position Title: Voluntary Board Member

Location: Christchurch, Canterbury

Regular Time Commitment: Approx. 4–6 hours/month, including board meetings

Type: Voluntary / Unpaid

Other possible time commitments could include attendance at the following events:

- AGM, any SGM that may be held
- Annual awards, or representing the board at an event prizegiving
- Representing the board at functions, for example funder thank you events
- Bi-annual organisation planning and evaluation workshop
- BNZ events such as: conference, awards, AGM, Hui
- Mainland meetings if desired (this is usually managed by operations and chair)

Role Summary:

As a Board Member of the BC Board, you will contribute to the strategic direction, governance, and sustainability of the organization. This voluntary role is ideal for individuals passionate about badminton and community development, who are committed to helping the sport grow at grassroots and/or competitive levels.

Key Responsibilities:

- Attend and actively contribute to board meetings (in person or virtually)
- Help set and review the strategic goals of the organization – annual and longer-term planning
- Provide leadership and direction to staff to carry out operational plans
- Provide oversight of financial performance and risk management
- Be aware of, and advocate for diversity, equity, and inclusion within the sport
- Assist with governance compliance and policy development
- Represent the organization at events or meetings when appropriate

Key Skills and Attributes:

- Passion for badminton and/or sport development
- Strategic thinking and sound judgment
- Excellent communication and collaboration skills
- Integrity, accountability, and commitment to good governance
- The current board has identified key skills and experience on a skills matrix. Skills and Experience in any of the following is an advantage, in particular the highlighted areas
 - Competitive Badminton Experience
 - Club/Social Badminton Experience

- High Performance Sport
- Sports Industry governance/executive
- Governance Experience
- Stakeholder/ Relationships
- Business Experience and Commercial Acumen
- Strategy & Risk Management
- Accounting and Financial Expertise
- Marketing and Sponsorship
- Legal Expertise & Compliance
- People and Culture, including HR
- Tournaments & Events
- Technology/ Digital

Eligibility & Expectations:

- Must be at least 16 years of age, and meet the current New Zealand requirements for Directors of Incorporated Societies and [Registered Charities](#).
- Able to serve a minimum term of 2 years, renewable
- Willing to always act in the best interests of the organization
- Familiarity with or willingness to learn about non-profit governance
- BC is committed to being an inclusive organization, and ensuring the board remains representative of the community it serves. Applicants who are one or more of the following are encouraged to apply:
 - female, or non-binary
 - Ethnicity from the wider Asian continent
 - Multi-lingual, with emphasis on Asian languages
 - In the 18-30 age bracket

Benefits of the Role:

- Help shape the future of badminton in Canterbury
- Gain governance and leadership experience
- Network with like-minded sports and community leaders
- Personal fulfilment from contributing to a growing sport

Chairperson Role

The Chairperson provides leadership to the Board, ensuring that the Board's processes and actions are consistent with its policies. As appropriate, the Chairperson represents the Board and the organisation to outside parties. It is expected that the Chairperson will promote a culture of stewardship, collaboration and co-operation, modelling and promulgating behaviours that define sound Board Membership.

In addition to the job description of a [general board member](#) the following information applies to the Board Chair role:

1. The Chairperson will chair Board meetings ensuring that:
 - a. Meeting discussion content is confined to governance matters as defined in the Board's policies.
 - b. All Board Members are treated even-handedly and fairly.
 - c. All Board Members are encouraged and enabled to make a contribution to the Board's deliberations.
2. The Chairperson has no authority to unilaterally change any aspect of Board policy.
3. The Chairperson will ensure that Board meetings are properly planned including the development and distribution of Board papers in a timely manner and that the minutes accurately reflect the deliberations and decisions of the Board.
4. The Chairperson will ensure that all Board decisions are understood by Board Members and accurately recorded.
5. With the approval of the Board the Chairperson may establish a regular communication arrangement with the General Manager in which there is an exchange of information. This might also provide an opportunity for the General Manager to use such sessions as a sounding board for proposed actions or to check interpretations of Board policy. However;
 - a. The Chairperson will recognise that such sessions are not used to 'personally' supervise or direct the General Manager.
 - b. The Chairperson will maintain an appropriate professional distance from the General Manager to ensure objectivity and attention to governance matters and concerns,
 - c. The Chairperson will not inhibit the free flow of information to the Board necessary for sound governance. Therefore the Chairperson will never come between the Board and its formal links with the General Manager.
6. The Chairperson may delegate aspects of the authority accompanying the position but remains accountable for the overall role.

Treasurer

Term: Minimum 2 years, renewable

This is a voluntary role and the position description should be read in addition to that of a [general board member](#)

Role Summary:

As Treasurer, you will play a key governance and oversight role within our Board. While paid staff manage day-to-day financial operations, your focus will be on ensuring financial transparency, strategic oversight, and compliance with charity regulations. You will be able to provide specific finance and accounting knowledge to the board, ensuring our resources are well managed to support long-term sustainability and mission delivery.

Key Responsibilities:

- Provide financial oversight on behalf of the Board
- Review and interpret financial reports prepared by staff or accountants
- Support the development, approval, and monitoring of the annual budget
- Ensure the organisation meets all financial and legal responsibilities under the Charities Act and other relevant legislation
- Present financial updates to the Board in a clear and accessible way
- Oversee the preparation of annual accounts and support the independent audit or review process
- Advise on financial risk, reserves policy, and long-term planning
- Ensure robust financial policies, procedures, and internal controls are in place and fit for purpose

Skills and Attributes:

- Financial literacy and understanding of charity finances and compliance
- Strategic thinking with strong analytical and risk-awareness skills
- Ability to explain financial matters clearly to a non-financial audience
- Integrity, attention to detail, and sound judgement
- Understanding of or interest in community sport and charitable governance
- Experience or qualifications in a finance, accounting, or audit-related role

Desirable (but not essential):

- Previous trustee, board, or committee experience
- Familiarity with the financial management of charitable or sports organisations
- Knowledge of Xero accounting package

Support Provided:

- Day-to-day financial functions (e.g. bookkeeping, payroll, debtors/creditors) are handled by paid office staff
- Access to financial reporting tools and relevant documentation
- Induction and support from existing Board and staff team