

anzea Board portfolios and responsibilities (updated at 15 June 2012)

Branch development

- Develop and implement strategy and policy for Branch establishment, development and support
- Implement the Branch Support Strategy
- Liaise with relevant **anzea** members and other stakeholders for the establishment of new regional branches
- Provide support to established **anzea** Branch Convenors and Committees, to ensure on-going Branch activities (e.g. support to run AGMs and other Branch events).

Communications

- Develop and implement strategy and policy for effective communications with members, potential members, other associations and agencies, and the general public, in particular via website and email communications
- Ensure the appointment annually of an Editor for the **anzea** Newsletter, and the publication of three Newsletters per annum
- Provide a conduit between the **anzea** Board, the Branches and the **anzea** website manager
- In consultation with the Branches, keep stakeholder organisations apprised of **anzea** events
- Supervise **anzea** communications with stakeholder organisations and the general public
- Supervise communications with the **anzea** membership and others so that these are of a professional standard and consistent with **anzea**'s kaupapa and values and with the requirements of the laws of New Zealand (e.g. electronic communications)
- Supervise the ongoing development and maintenance of the **anzea** website, supporting the **anzea** Manager
- Support the development of any other technologies that will facilitate the purposes of the Association, in particular communications.

Conferences

- Develop and implement strategy and policy in relation to **anzea** Conferences
- Have overall responsibility for ensuring that high quality Conferences or similar events occur annually
- Participate annually in the Conferences Standing Committee **or** ensure that another Board member participates in that Committee
- Ensure the appointment annually in May-June of an **anzea** Conference Convenor and Standing Committee membership to cover all portfolios
- Ensure early determination and advertising of Conference dates to the membership and other networks
- Receive reports from the Conference Convenor, as follows:
 - ✧ Conference proposal (pre-conference), for Board approval
 - ✧ Conference report (post-conference), including a financial report and a Conference evaluation report

- Report to the Board at each Board meeting or as required on Conference developments.

Convenor

- Responsibility for preparing for and chairing all General and Board meetings of the Association
- Chair such Committees as the Board may from time to time specify
- Facilitate development of a tri-annual **anzea** Strategic Plan by the Board
- Lead responsibility for ensuring development of an **anzea** Annual Plan for each financial year
- Liaise with the **anzea** Manager at least monthly to ensure that all essential business of the Association is undertaken in a timely manner, as set out in the **anzea** Annual Plan,
- Facilitate annual distribution of the Board and Manager task calendars
- Call and chair Executive meetings if required
- Primary point of liaison with the **anzea** Taumata
- Ensure and facilitate induction of new Board members
- On-going support for all portfolio teams, including linking portfolios as needed for relevant projects and activities
- Facilitate Board succession planning
- Facilitate a biennial performance review of the Board
- Facilitate biennial Board and Convenor elections
- Facilitate the development and review of Board policies, including procedures and standards, in consultation with the Board
- Leadership as appropriate for matters that arise from time to time
- Perform such other duties as may be agreed by the Board from time to time.

Deputy Convenor

- Replace the Convenor during that person's absences from Board duties

Māori evaluation development

- Develop and implement a strategy for evaluation development in relation to Māori
- Develop the **anzea** Māori caucus concept
- In consultation with the Strategic Relations portfolio, develop strategic relations as appropriate with hapū, iwi, other Māori organisations and other indigenous peoples

Membership

- Ensure an agreed Membership Strategy is in place and implemented
- Initiate and supervise a membership drive annually in May
- Ensure that an up-to-date register of **anzea** members is maintained
- Ensure updating of the Evaluation Community mailing list at least once every four months
- Liaise with the **anzea** Manager and the Board on membership issues
- Coordinate the member survey at least biennially
- Undertake an analysis of the membership in terms of numbers and characteristics to report to each Board meeting.

Pacific evaluation development

- Develop and implement strategy and policy for Pacific evaluation development with members, potential members, other associations and agencies and the general public

Professional practice development

- Develop and implement an **anzea** professional practice development (PPD) policy and strategy
- Facilitate PPD projects as approved by the Board, in liaison with other portfolios as relevant
- Facilitate PPD in **anzea** regions, in liaison with the Branch Development Portfolio
- Facilitate PPD events at the **anzea** Conferences, in liaison with the Conferences Standing Committee
- Facilitate supervision of an annual **anzea** Events Calendar (national and regional), in liaison with **anzea** Branches
- Ensure that PPD events notices are regularly updated on the **anzea** website and included in the **anzea** Newsletters, in liaison with the Communications portfolio.

Secretary

- Oversee employment and management of the **anzea** Manager and Administrative Assistant
- Work with the Manager and Convenor as relevant to:
 - ✧ Call the General and Board meetings of the Association
 - ✧ Maintain and publish the minutes of national **anzea** meetings and Board meetings
 - ✧ Deal with the correspondence of the Association
 - ✧ Ensure that the mailing lists and other databases of the Association are up to date
 - ✧ Circulate, at least annually, to members information on the activities of the Board, its committees and on the proceedings of general meetings
 - ✧ Circulate to members such other information as the Board deems necessary
 - ✧ Disseminate all relevant communications to the membership (and others, where relevant)
- Be the ‘public officer’ of the Association
- Perform such other duties as the Convenor or Board shall decide from time to time and as agreed
- Report to the **anzea** Board on the work of the Manager, and bring issues of note and/or concern regarding **anzea** management and administration to the Board as appropriate.

Strategic relations

- Develop and implement strategy for building **anzea**’s strategic relationships
- Facilitate and supervise liaison as appropriate with all associated bodies
- Encourage national and international contacts with a view to future cooperation
- Actively seek out possible relationships that will support **anzea**’s growth and provide benefits to the **anzea** membership
- Develop and implement strategy and policy in relation to relationships with other associations, agencies and organisations, in particular other professional evaluation associations

Treasurer

- Lead responsibility for developing and implementing strategy and policy for the good financial management of the Association
- Develop an annual and three-yearly budget for the business of the Association
- Liaise with other portfolios as appropriate for the purposes of fund-raising
- Have custody of the funds of the Association and authorise payments from them as the need arises
- Ensure sufficient signatories to the **anzea** bank accounts
- Maintain an up-to-date register of signatories to the **anzea** accounts
- Have financial oversight of **anzea** expenditure
- Hold the cheque books and on-line access to accounts, or delegate those roles as agreed by the **anzea** Board
- Present the accounts annually for auditing and present the audited accounts to the AGM
- Write an annual financial report for the AGM
- Acquaint the Board urgently if required with any financial problems of the Association as a whole or of its Committees or Boards.