

# The Theosophical Society in New Zealand Inc.

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20 May 2021

Please find enclosed the information required regarding the nomination of candidates for the position of the Governance Board. Over the next several pages you will find the following information:

1. Some background information on the role and responsibility of the Governance Board members and requirements for nomination.
2. Nomination Form to be filled out for a candidate. This requires the name and acceptance of the candidate (nominee) and the names and signatures of 5 proposers. Each proposer has to be a current financial member of The Theosophical Society in New Zealand Inc, and have been so for the past 3 years i.e. a financial member from at least 30 September 2018.
3. Candidate Statement – this form must be completed by the candidate giving the required information. The information must fit on one A4 page, so cannot extend to a second page and will be sent out with the ballot papers to the voters. Note that the layout makes it easier for voters to scan for relevant information.

A Microsoft Word version of this template is available on the website or can be sent by email to a candidate for them to fill out.

All the information must be received, including the fully completed Candidate Statement by 4pm on Thursday 30 September 2021.

Returning Officer

Email: [office@theosophy.org.nz](mailto:office@theosophy.org.nz)

Phone: (09) 523-1797. 9am to 5pm Monday to Friday

# Governance Board Responsibilities

## Nominations for two members of the Governance Board

Each year two members of the Governance Board are required to stand down and nominations are called for these positions with a postal election taking place in early October.

Nominations are now open for these two Governance Board positions. You are asked to consider and put forward the names of any members, with their permission, who you believe have the required skills to serve in this capacity.

## Who can stand for a position on the Governance Board?

Any member who has been in good standing for 3 or more years (from 30 September 2018 or earlier).

## Who is able to nominate someone for the Governance Board?

Any member in good standing for not less than 3 consecutive years (from 30 September 2018 or earlier) may nominate themselves or nominate another member. Every nomination for the Governance Board must include the name and signature of five (5) proposers who have been members of the Society in good standing for not less than 3 consecutive years (from 30 September 2018 or earlier). The names of proposers will not appear on the ballot paper.

## What is the Governance Board Responsible for?

The Governance Board is responsible for:

1. the Society's strategic direction
2. member representation
3. policy/strategy
4. financial oversight
5. asset management oversight
6. dealing with matters not covered by the Constitution, Bylaws, Policies or Procedures

## Role of Members of the Governance Board

1. Communication with Branches. Each Governance Board member will be allocated a group of Branches to liaise with in order to encourage dialogue with respect to the Board's activities and to receive feedback.
2. To attend Theosophical gatherings such as regional events, conventions etc., and to participate in dialogue with the members.
3. To act as a prudent Director and be aware of current roles and responsibilities that the office requires.
4. To attend Governance Board meetings.
5. To actively be involved in Governance Board Committee and Working Groups.

## What skills are required for Governance Board Members?

The current policy for *The Roles and Responsibilities* covers skills that are required by Board members. These include:

- Leadership skills.
- Ability to set policies, goals and objectives, and targets.
- Ability to communicate with members and branches in setting and reviewing strategy
- Ability to monitor the implementation of strategy.
- Ability to monitor policies and evaluate their effectiveness.

- Ability to understand financial reports and setting of budgets.
- Ability to foster effective relationships between the Society and communities (advocacy skills).
- Ability to understand the legal responsibility of a board member.
- An awareness of current legislation around procedures and processes.
- To have legal and legislative awareness.

#### **How often does the Governance Board meet?**

They must meet at least twice each year; however, the Governance Board will decide themselves if they will meet more than twice and the dates of the meetings. Currently that are meeting four times a year.

#### **What is the term for a Governance Board Member?**

The term is normally for three years with two members standing down each year. A member may be appointed to the Governance Board for three consecutive terms. After this they must stand down for at least one term before being eligible for re-nomination.

#### **Governance Board Training.**

New Governance Board members to complete a Governance Board approved training course in the role of a Board member prior to their first meeting

#### **When does the term for begin?**

The three year term for new Governance Board members begins at the conclusion of The Theosophical Society in New Zealand Inc. AGM.

#### **What information is required with each nomination?**

Along with their nomination candidates are to provide one A4 page giving a short statement of their background which includes:

1. a summary of what they bring to the position sought,
2. a brief visionary statement,
3. previous experience and any relevant experience in leadership, finance, governance, strategy and policy development or similar leadership and business skills.
4. A photo.

These details will be included with the ballot paper.

#### **When do Nominations Close?**

Nominations must be made on the enclosed form and must reach the Returning Officer at 18 Belvedere Street, Epsom, Auckland 1051 by 4.00pm on Thursday 30 September 2021.

# The Theosophical Society in New Zealand Incorporated

## Nomination Form for Governance Board Member

Name of Nominee for Governance Board: .....

Signature of Nominee accepting nomination: .....

*All nominees and proposers must be members in good standing for 3 or more years (30 September 2018 or earlier) of The Theosophical Society in New Zealand Inc.*

	<u>Name</u>	<u>Signature</u>
Proposer 1	.....	.....
Proposer 2	.....	.....
Proposer 3	.....	.....
Proposer 4	.....	.....
Proposer 5	.....	.....

The Nominee is responsible for providing the information on the Candidate Statement form provided (no more than 1 page):

Have you included the required information?  
*Please circle*

- |  |          |
|--|----------|
| 1. A short statement of the Candidate's background which includes biographical information, a brief vision statement, previous experience and relevant experience in leadership, finance, governance, strategy and policy development or similar leadership and business skills. | Yes / No |
| 2. A passport-type photograph of the Candidate   | Yes / No |

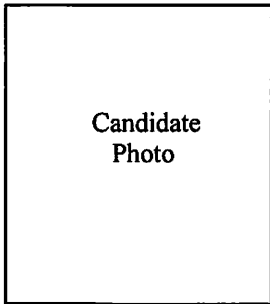
*Note: Nominations are not valid unless the above information is received by the closing date, 4pm on Thursday 30 September 2021 and 5 members in good standing for 3 or more years (30 September 2018 or earlier) have proposed the nominee. Separate forms may be sent in from proposers.*

Please return this form to ensure receipt **by 4pm, Thursday 30 September 2021** to:

Returning Officer  
The Theosophical Society of New Zealand Inc.  
18 Belvedere Street  
Epsom  
Auckland 1051.

*Please include the following information, on one A4 sheet, as required by the Bylaw 1.1[f] so voters have a clear understanding of your background, vision and experience for a role on the Governance Board.*

## Candidate Statement



**Candidate's Name:**

**Biographical information:**

**Vision Statement:**

**Previous Experience** in the following areas:

1. Leadership:
  
2. Finance:
  
3. Governance:
  
4. Strategy:
  
5. Policy Development:
  
6. Other Relevant Business Skills: