

ROLE DESCRIPTION

February 2021

Role Title: Neurological Foundation Council Member

General Description

The purpose of the Neurological Foundation (the Foundation) described in our Rules & Objects is:

- a) To arrange for, promote, foster, develop and assist the study of and acquisition, dissemination and application of knowledge and information concerning:
 - (i) the causes, diagnosis, prevention and treatment of diseases and disorders of the nervous system; and
 - (ii) the education of members of the public in relation to matters concerning the causes, diagnosis, prevention and treatment of diseases and disorders of the nervous system and caregiving arrangements in respect of those persons who suffer from such diseases and disorders.
- b) To encourage, stimulate and aid research and investigation into the causes and treatment of diseases and disorders of the nervous system.
- c) To encourage, arrange and assist students, medical practitioners, scientists, welfare workers and others from New Zealand and overseas to undertake research in the diagnosis, prevention and treatment of diseases and disorders of the nervous system and research into the care and rehabilitation of patients suffering from such diseases and to train them in methods of research in the fields of medical and social science.

Primary Objectives:

The Foundation's Council is responsible for:

1. Upholding the Rules & Objects, including setting policy, setting and approving strategic plans, the organisation's performance and accounting for the performance of Management
2. To plan future directions for the organisation's development and establish policies, and to ensure services offered are compatible with the purposes and goals of the Foundation and also appropriate, effective and relevant to the changing needs of the community
3. Ensuring management are achieving the targeted population for award of scholarship

Key Tasks:

Linked to the Rules and Objects, the key tasks of the Council are:

1. Ensure strategy, goals and direction for a sustainable and vibrant organisation
2. Establishing policies for strengthening the performance of the Foundation
3. Ensuring management is proactively seeking to build the business through innovation, initiative and technology & are achieving the targeted population for award of scholarship
4. Appoint and monitor the Chief Executive and, where necessary, terminating their employment
5. Appoint committees as required
6. Promote ethical and responsible decision making
7. Safeguard the integrity of its financial reporting and conformity to law
8. Protect and enhance the value of the Foundation's assets
9. Respect the right of the stakeholders
10. Recognise and manage risk and regulatory compliance policies

11. Promote a culture which embraces diversity
12. Keep up-dated on industry trends that concern the Foundation
13. To ensure that the services offered are compatible with the purposes and goals of the Foundation
14. To ensure services are appropriate, effective and relevant to the changing needs of the community
15. To provide a satisfactory physical setting for carrying out the work of the Foundation
16. To promote the Foundation, inspire confidence in its services, and interpret the work of the organisation to the community
17. Preparing for and regularly attending Council meetings, supporting the Foundation between meetings and providing additional time when required for other special duties or projects
18. Leading and being involved as a member for committees or portfolios eg. Finance, Audit & Risk Management; Investment; People & Performance or other portfolios as identified from time to time

Functional Relationships:

Council Members are directly responsible to the Chairperson of the Council for carrying out of their duties. On some special projects, or in an advisory capacity, Councillors will usually be working directly with the Chief Executive and / or individual staff members.

Councillors are expected to treat all matters relating to management, administration and staff (paid or volunteer), as confidential to the Foundation, to report directly to the Chairperson on matters relating to the Council and to approach the Chief Executive for information on matters relating to management and administration.

Councillors have the right to free access, at suitable times, to all records relating to the Council's functioning but do not have access to agency client records of a confidential nature. Access to agency management and administration details must be through the Chief Executive at a suitably convenient time.

Resources:

The Chairperson and Foundation staff are available to Councillors for advice and assistance. The agency will provide whatever administrative support is required to assist with the functioning of the Council.

Time Commitment:

Approximately 10 - 15 hours per month, of which 8 hours will be required for Council meetings held quarterly.

Results Required:

That the Foundation is governed effectively to meet the needs of stakeholders and staff throughout New Zealand, in line with the expectations set in the Rules and Objects.