



POSITION DESCRIPTION: Board Committee Member

APPOINTED BY: Board of Directors

TERM OF APPOINTMENT: Appointment for 12 months with annual renewal, generally for three years and up to a maximum of six years.

REPORTS TO: Chair of Committee

FUNCTIONAL RELATIONSHIPS: Board of Directors
Senior Leadership Team members

POSITION SUMMARY:

A member of a Freemasons NZ Board Committee shall, in conjunction with other Committee members, work to achieve the purpose and functions of the Committee, being to assist the Board of Directors and Freemasons NZ in determining policy, processes and outcomes relevant to the mandate of the Committee.

PREFERRED EXPERIENCE:

A Board Committee member should be a Freemason with a background relevant to the mandate of the Committee. They should also:

- Understand the practical imperatives of managing a volunteer organisation;
- Have a common-sense approach with lateral thinking, project management and consultant skills;
- Be a good communicator and facilitator.

GENERAL REQUIREMENTS:

- To be familiar with the Freemasons NZ Strategic Plan
- Communicate and disseminate knowledge and information relating to relevant to the mandate of the Committee
- To undertake such further duties and functions as may be delegated from time to time by the Committee Chair or the Executive Director.

LEGAL PROVISIONS:

BoC Rule 223 c. The Board may for specific purposes appoint committees to enquire and report, with or without power to act, but a committee having power to act must report any action it takes to the next meeting of the Board.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by the Board of Directors. When undertaking any such delegated activity, expenses shall be covered within the appropriate Grand Lodge budget.


Travel and associated expenses shall be approved by the Chair of Board of Directors or in the case of routine matters, then the Executive Director shall have that authority.

The Board Committee member has no authority to commit financial expenditure in undertaking this role, except as provided under CL 219g where the Board may from time to time determine what expense it will allow to any Officer or Brother.

EXCEPTIONS:

N/A.

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	2.6 February 2025
Date:	2 February 2025