



Have you ever considered becoming a Board member? Take a look through our FAQs to learn more about the role, what's involved, and what is required to stand for nomination.

What is the Board responsible for?

The Board is responsible for the overall governance of the Association and is accountable to our kindergarten communities. Board members are elected by the membership each year at the Annual General Meeting (AGM).

The Board provides the high-level strategic direction for the organisation and ensures the Association meets its statutory obligations as an incorporated society. This includes:

- Financial oversight
- Reviewing organisational reports
- Considering key risks and opportunities
- Making important strategic decisions for the future of the Association

Who can become a Board member?

The Board is made up of elected members who may be:

- Parents and caregivers from our kindergarten communities
- Community members who have applied for membership
- Staff representatives
- A Mana Whenua representative

The Chief Executive also attends Board meetings as an ex officio member.

In addition, the Board may appoint members with specialist skills and experience when required to support its work.

Our Board members come from across the regions where our kindergartens operate, including Whanganui, Taranaki, South Otago, and the Greater Wellington region.

How much time is involved?

The Board calendar is agreed upon by the newly elected Board at its first meeting each year. Currently, there are two Board meetings each quarter:

- A Wednesday afternoon meeting (1.00 pm to 5.00 pm)
- A Wednesday evening online meeting (7.00 pm to 9.00 pm)

Board members are also expected to prepare for meetings by reading Board papers and reports.

A summary of the expected time commitments, including meetings, travel, and any mandatory Board activities, is outlined in the table below.

Key Tasks	Approximate required time on task
Read and analyse the board meeting documents provided on BoardPro prior to each board meeting. This includes the CEO Report and Finance reports, Policies, Project Report, Minutes of the past meeting, and Audit Report and, if necessary, prepare feedback.	2 to 3 hours per month
Analyse the Finance Report and if necessary, prepare feedback. (Although a Board member may not be a member of the Finance sub-committee, each Board member has a legal obligation to understand the Finance Report).	1 hour per month
Check and respond to email requests from other Board members and representatives of Whānau Manaaki in a timely fashion.	2 hours per month
You may or may not be required to attend the Finance sub-committee meeting.	1 hour per month
Attend and actively participate in the board meetings.	3 to 4 hours per month
Attend board training/succession planning.	3 to 4 hours annually
Attend conferences (if possible).	3 to 4 days annually
Be a part of a sub-committee other than finance as required.	3 to 4 hours annually
Attend and participate in the AGM.	2 to 3 hours annually
Attend Board visits to nominated kindergartens (if possible).	1 to 2 days annually

Is support available for Board members?

Yes. The Board recognises the time commitment involved in governance roles. In addition to an honorarium, Board members can access travel and related allowances for kanohi ki te kanohi (face-to-face) meetings, including:

- Airfares
- Accommodation
- Other approved travel expenses

How do I nominate someone or express my interest?

If you are interested in joining the Board, or would like to nominate a representative, please email **agm@wmkindergartens.org.nz** to request a nomination form.

Please check off the items on the checklist below to ensure that you follow the correct procedure to submit your nomination.

✓	Checklist
	Email agm@wmkindergartens.org.nz for a nomination form.
	Fill in the form, making sure you include two nominators (Nominator: a person who puts someone forward for nomination).
	You should include a brief paragraph (150 word limit) about yourself, why you are passionate about Kindergarten, what you can bring to the Board and what motivates you to stand for the Board.
	Return the completed form to agm@wmkindergartens.org.nz