

## VNZ Board Work Plan

Item	January	February	March	May	May	June	July	August	September	October	November	December
	29-Jan Wed/online	29-Feb Sat/Auck	25-Mar Wed/online	13-May Mon/online	27-May Mon/online	11-Jun Mon/online	29-Jul Wed/online	19-Aug Wed/online	tbc	AGM 28-Oct	tbc	na
<b>1.0 Setting direction</b>												
1.1 Organisation purpose, direction and priorities (Board & CE)	Purpose refresh		KPI sandpit		Draft 2021 KPIs 2021 business prioritisation	Approve 2021 KPIs						
1.2 Initiative #1 - membership		Objectives & principles	Approve consultation draft <b>On hold</b>					Consultation report	Final draft model		Approve draft model	
Initiative #2 - association capability	Update		<b>Update</b>	<b>Update</b>	Update		<b>Update</b>			Update		
Initiative #3 - outcomes framework							Introduce					
1.3 Environment scan (ongoing)	x	x	x	x	x	x	x	x	x	x	x	
1.4 Setting strategy <b>Superseded by SNZ S&amp;A</b>							<b>Kick off meeting</b>	Process plan and comms	Strategy workshop & focus groups	SNZ report		
1.5 Governance communications (& stakeholders)		Planning & policy		Board Talk (COVID-19)		Side Out			Side Out			Side Out
<b>2.0 Organisational Control</b>												
2.1 Annual plan & budget					Review drafts	Approve Q1	Approve Q2					
2.2 Chief Executive delegation			Review									
2.3 Non-financial policy review (two yearly)												
2.4 Risk review				Review matrix						Deep dive		
2.5 Approve monthly financials	X	X	X	X	X	X	X	X	X	X	X	X
2.6 Audited financial statements									Approve			
<b>3.0 Board employment responsibilities</b>												
3.1 Chief Executive performance		Quarter 1 P&D Plus organisational						Mid-year performance			Quarter 4 P&D	
3.2 Receive Chief Executive report	X	Plus external review	x	X	X	X	X	X	X	X	X	
3.3 Health & Safety report	X		X	X	X	X	X	Plus receive external report	X	X	X	
<b>4.0 Board Accountability</b>												
4.1 Board work plan and committee structure	Approve				X							Review & prepare
4.2 FRAC	Insurance review	Annual work plan	Scenario planning	Cash flow	Review draft Q1 budget (& cash flow)	Financial policy review (reduced)	Q2 budget & end of yr financials					Review audit report
4.3 Governance Charter and skills matrix								X				Annual update
4.4 Governance policies				Annual review								
4.5 Board development plan						SNZ Governance Mark (on hold)					X	
4.6 Member succession and recruitment		x				X						
4.7 Annual report (subject to audit)							Planning	Review x	Approve x	AGM		
4.8 AGM												
<b>5.0 Other</b>												
Sport NZ				Reporting draft			Report outcome Strengthen & adapt	x	x	x	x	
Other			Patron awards		NZOC nominations	World v Asia congress						

V2 July 2020; grey cells not completed or paused, red text updates are subsequent to COVID-19

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