

VNZ Board Work Plan

Item	Notes	January	February	March	April	May	June	July	August	September	October	November	December
			16-Feb Wed/online	19-Mar Sat/online	27-Apr Wed/online	25-May Wed/online	26/6 or 3/7 Sun/Wgtn		24-Aug Wed/online	28-Sep Wed/online	TBC AGM/Tbc	30-Nov Wed/online	tbc
1.0 Setting direction													
1.1 Organisation purpose, direction and annual priorities	Strategy refresh and set annual KPIs			Strategic Plan finalise	Draft KPIs		Approve KPIs						
1.2 Initiative #1 - System/structure transformation	Key strategic plan deliverable		Review draft plan							Approve report			
Initiative #2 - Governance Mark	Ongoing as scoped	x	x	x	x	x	x	x	x	x		x	
Initiative #3 - Māori, Pasifika and Youth reference groups	Board leads to update as required												
1.3 Environment updates	All to contribute	x	NZSSS survey	x	x	x	Active NZ survey	x	x			x	
2.0 Organisational Control													
2.1 Annual plan	CE document				Review draft		Approve						
2.2 Chief Executive delegation	na - reviewed 2021												
2.3 Health and safety	See policy	x	x		Independent review	x	x		Review report	x		x	
2.4 Risk review	Every 6 months plus critical risk updates as required			Review matrix			Deep dive			Review matrix			
2.5 Approve monthly financials		x	x	x	x	x	x		x	x		x	
2.6 Annual budget	Plus reforecast as required					Draft to FRAC	Approve						
2.7 Membership fees												Approve	
3.0 Board employment responsibilities													
3.1 Chief Executive performance				6-month report					Annual Review				
3.2 Receive Chief Executive report		x	x	x	x	x	x		x	x		x	
4.0 Board Accountability													
4.1 Board work plan							Review draft budget			Review year end financials	Review Audit Report		Approve
4.2 Board subcommittee #1 - FRAC	See FRAC Charter		x										
Board subcommittee #2 - People & Performance	See PPC Charter		Meet							Meet			Meet
4.3 Governance Charter	Charter every 2 years (na 2022)		Review									Annual update	
4.4 Governance policies	Every 2 years (align with Governance Mark)												
4.5 Board development and evaluation									Online evaluation	Evaluation follow up			
4.6 Member succession, recruitment & skills		x					x				Appointments/elections	Skills matrix	Inductions
4.7 Annual report										Review draft			Approve
4.8 AGM (& Forum)							Planning			Run sheet	AGM		
5.0 Communications and Stakeholders													
Sport NZ			Stakeholder engagement		Note partnership report		Connections conference	Note Partnership report outcome					
VNZ Positions				President & Patron			Lawyer				President & Patron		
Calendar		Beach events	Beach events	NZSS Champs			IPC/NVL	NVL	Commonwealth Games		Club Champs	NI/SI Juniors	
Other	All minutes and plans to website				BoardTalk	NZOC nominations	World or Asia congress			Regional Association calls	Forum		

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