

NZIHA Association Board Plan

April – August 2013

Outline/Comments for first period in office

Includes : Major trip to USA: FIRS Tournament



Paul Cameron September 2013

<i>Area</i>	<i>Action/Task</i>	<i>Comment</i>
Board		
<i>New Board of at least 7 people</i>	<ul style="list-style-type: none"> • Board Appointed • Independent Members 	<ul style="list-style-type: none"> • 8 people • Two independent • Paul Cameron • Neville Male
	<ul style="list-style-type: none"> • Meet at least three times 	<ul style="list-style-type: none"> • 2 x face to face • 2 x teleconference
	<ul style="list-style-type: none"> • Indications Board working together 	<ul style="list-style-type: none"> • Independent Chair • Advisor comfortable members working for building the game
	<ul style="list-style-type: none"> • Portfolios Allocated 	<ul style="list-style-type: none"> • Finance • Coaching • Referees • Regional • Executive Officer • Discipline • In operation
	<ul style="list-style-type: none"> • Review Coaching Referee Committees 	<ul style="list-style-type: none"> • Both reviewed
	<ul style="list-style-type: none"> • Strategic Planning Session organized for 2nd quarter 	<ul style="list-style-type: none"> • Next Meeting to be Wellington 14 September
	<ul style="list-style-type: none"> • Independent Advisor to begin process of Club well being 	<ul style="list-style-type: none"> • 5 Clubs contacted/consulted

<i>Area</i>	<i>Action/Task</i>	<i>Comment</i>
Executive Officer		
<i>Key operating staff member receiving small honorarium</i>	<ul style="list-style-type: none"> • Executive Officer not a Board Member 	<ul style="list-style-type: none"> • In place as per AGM
	<ul style="list-style-type: none"> • Closely review the position as person 'overworked' • Make changes to clarify work involved 	<ul style="list-style-type: none"> • Much time spend by 3 Board members analyzing position • Draft position description • Changed to Operations Manager • Identified Grants Officer Role and created application and job description
	<ul style="list-style-type: none"> • Regularly reporting to Board 	<ul style="list-style-type: none"> • Continual dialogue between Independent Chair and OM and provision of information to Board
	<ul style="list-style-type: none"> • Work towards volunteer paid assistance for position • Position to be reviewed after 1 year 	<ul style="list-style-type: none"> • Work in progress • Later in year

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Administration		
Day to day operating of NZIHA Assoc	<ul style="list-style-type: none"> • Work being carried out effectively and efficiently 	<ul style="list-style-type: none"> • Independent advisor receiving positive comments re administration
Managing conflict issues	<ul style="list-style-type: none"> • Manage and mitigate 	<ul style="list-style-type: none"> • Taking up significant amount of time

<i>Area</i>	<i>Action/Task</i>	<i>Comment</i>
Financial/Funding External Stakeholders		
Monitor financial operating and funding sources	<ul style="list-style-type: none"> • Budget for 2013/2014 provided 	<ul style="list-style-type: none"> • Provided by Financial Portfolio team
	<ul style="list-style-type: none"> • Budget being monitored 	<ul style="list-style-type: none"> • Portfolio team regularly linking with OM
	<ul style="list-style-type: none"> • Funding sources being analysed 	<ul style="list-style-type: none"> • All income lines under constant review
	<ul style="list-style-type: none"> • Met with main funders 	<ul style="list-style-type: none"> • Sport NZ • NZCT • Infinity • NZ Racing Board communicated with
	<ul style="list-style-type: none"> • Begin investigating investment to Build the Game from NZIHA Accumulated funds 	<ul style="list-style-type: none"> • Initial discussion held re 2014 Coaching Investment

<i>Area</i>	<i>Action/Task</i>	<i>Comment</i>
International Tournaments		
Teams to attend tournaments in USA July and funding sources	<ul style="list-style-type: none"> • Number of Teams 	<ul style="list-style-type: none"> • 7
	<ul style="list-style-type: none"> • Well organized by NZIHA 	<ul style="list-style-type: none"> • OM spent much time organizing trip and managing trip
	<ul style="list-style-type: none"> • Financially neutral 	<ul style="list-style-type: none"> • Careful management of financials
	<ul style="list-style-type: none"> • High satisfaction of travelling members 	<ul style="list-style-type: none"> • Survey of participants and achieved high satisfaction rate
	<ul style="list-style-type: none"> • Grant Funding support applied for 	<ul style="list-style-type: none"> • Received from NZ Racing Board

<i>Area</i>	<i>Action/Task</i>	<i>Comment</i>
Communications		
Internal Endeavour to reduce extensive pressure on NZIHA office	<ul style="list-style-type: none"> • Emphasis the process of communication for:- <ul style="list-style-type: none"> ○ Individual ○ Club ○ Region ○ National 	<ul style="list-style-type: none"> • Although process has been recommended further analysis is required. • Role and capability of regions requires attention • A few dedicated people handling most of the work
External Web Site	<ul style="list-style-type: none"> • Key tool for communication 	<ul style="list-style-type: none"> • Reviewed in 2nd quarter

Facebook	<ul style="list-style-type: none"> • Valuable form of communication 	<ul style="list-style-type: none"> • Continuing to emphasize information placed on facebook is NOT confidential
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Area	Action/Task	Comment
Looking Ahead		
Key Board Operational / Strategic Work	<ul style="list-style-type: none"> • Tournaments <ul style="list-style-type: none"> ○ 2014 in particular ○ Nationals ○ Inter-Regionals • International • Coaching Expertise for Community and High Performance • Specific Building the Game Initiatives 	<ul style="list-style-type: none"> • Work in Progress to be finalized by October
	<ul style="list-style-type: none"> • Strategic Platform 	<ul style="list-style-type: none"> • Particular analysis Top of South Project • Started at Board Meeting August in Wellington • To be followed Board Meeting Sept 14