

NZIHA Board Meetings Calendar 2015/16 (Draft)

May	2 nd	2pm-5pm Wellington Brentwood Transition Agenda <ul style="list-style-type: none"> • New Director Induction • Portfolio Role Responsibilities and Priorities • Portfolio Allocations • Best Night and Time for teleconference • Calendar of Meetings • Meeting Agenda Template • Develop Annual Plan for Portfolio • Contact Lists
June	14 th	9.30am – 4.30pm Wellington Brentwood Focus Annual Plans for each portfolio Operations Roles ,accountabilities .responsibilities
July	22 nd	Teleconference 7.30pm - 7.45pm Board support to approve operational matters Documented and distributed 14 July
August	30 th	9.30am-5pm Wellington Brentwood
November	14 th & 15 th	9.30am – 5pm Brentwood Wellington 14 th – Is meeting with NZIHA Sub Committee Chairs -Coaching/Referees/Cash/Community/Competition <i>2 Days Purpose is to commence Board Planning for Coming Year in terms of setting calendar dates – moved from proposed 29th30th Aug.</i> 15 th – Board Meeting and finalization of planning Commence Maturity Assessment Model Self Evaluation of Governance
December	10 th	Teleconference 7.30pm- - 8.45pm NZ Teams Selection, Coaches, Managers Paper distributed in advance of call ratify paper as one Set Priorities for Feb Meeting
February	13 th	9.30am-5.00pm Brentwood Wellington Event Notice 2016
March	26 th March	Portfolio reports for AGM
April	21 st	Teleconference 7.30pm-8.45pm Sign off NZIHA accounts if not avail 21 March
April	30 th ??TBA	Annual General Meeting (distribute info 3 April)

6 Face –to-face meetings

3 Teleconference Meetings m(time limit 15 mins to make decisions only)

1 Annual General Meeting

Where work is not completed during the meeting this will be followed up with email communication to complete and vote as required.

All meetings to have written information to support decision making