



HORTICULTURE NEW ZEALAND ELECTED BOARD DIRECTOR POSITION DESCRIPTION 2020

1. Background

Horticulture New Zealand (HortNZ) is an incorporated society representing the interests of New Zealand's 5,000 commercial fruit, vegetable and berry fruit.

The organisation is an effective, focused and proactive industry body working for the benefit of grower members on horticulture industry-wide activities and issues. The key areas of operation are; biosecurity, resource management, education & training and people development, communications and grower representation.

The Board's principal role is driving the vision, governance framework, strategic direction, purpose, outcomes and key results of the organisation.

HortNZ was established in 2005 taking over the industry wide roles previously delivered by NZ Fruitgrowers Federation, NZ Vegetable and Potato Growers Federation and NZ Berryfruit Growers Federation.

2. Board Structure

There are up to nine directors on the HortNZ Board:

- Seven directors are elected by active grower members of HortNZ. Active grower members are defined as entities actively engaged in the commercial production of fruit, vegetables or berry fruit which, in the previous 12-month period have paid levy either directly or indirectly to HortNZ. The election is based on the best person for the job with no positions allocated on a product, sector, regional or district basis.
- Two directors are appointed by the board based on the recommendations of a Director Selection Group. Appointed Directors have full voting rights at all Board meeting.

Directors elect the President/Chair and the Vice President/Deputy Chair from within their number.

3. Eligibility for Election

The seven elected Directors must be:

- a person who is an active grower member of HortNZ or

- a director, shareholder, partner or trustee of an active grower member who is appointed by that member as the principal representative of the entity in their dealings with HortNZ or
- an employee of an active grower member who is appointed by that member as the principal representative of the entity in their dealings with HortNZ.

4. Term of Office

The term of office for elected Board members is three years with Directors retiring by rotation.

Board members retiring by rotation are eligible for re-election but with a maximum of 3 x 3-year terms (in total).

The term of appointed directors is determined by the Board with a maximum of 3 years per term and 6 years in total.

5. Board Responsibilities

The principle role of the board is to effectively represent, and promote the interests of its members (levy paying growers) with the goal of adding long-term value to New Zealand horticulture and New Zealand's commercial growers. Having regard to its goal the board will direct, and supervise the management of, the business and affairs of the HortNZ including, in particular:

- ensuring that HortNZ has, and maintains, growers' interests as central to all its activities creating an enduring environment where growers prosper.
- ensuring that the HortNZ's vision, mission, purpose and strategic plan are clearly established, and plans are in place for achieving them (such strategies and plans being expected to originate, in the first instance, from management)
- establishing policies for strengthening the performance of HortNZ
- monitoring the performance of the CEO and management
- appointing the CEO, setting the terms of the CEO's employment contract, assessing the CEO's performance and, where necessary, terminating the CEO's employment with HortNZ
- protecting HortNZ's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken
- ensuring HortNZ's financial statements are true and fair and otherwise conform with law
- ensuring HortNZ adheres to high standards of ethics and behaviour
- ensuring HortNZ has appropriate risk management/ regulatory compliance policies in place.

6. Conflicts of Interest

HortNZ policy requires Directors to declare all conflicts of interest or potential conflicts of interest. This includes a requirement for candidates for election to declare all conflicts or potential conflicts of interest including any directorships or similar positions they hold. These will be attached to the profiles of each Board member when they are circulated to growers with voting papers.

7. Remuneration

Directors receive a Directors fee that covers attendance and preparation for all meetings (i.e. no additional daily meeting fees are paid). All costs associated with the position (including travel, accommodation, parking, meals and telephone expenses etc) will be met by HortNZ. Currently the director's annual fee is \$30,413 exclusive of GST.

8. Time commitment

Directors' responsibilities will require a minimum of 15 -20 days per year plus preparation time. This includes:

- a) Directors Meetings *(7-10 meeting days per year)*
- b) Horticulture Industry Forum Meetings *(3 per year)*
- c) Regional Visits Associated with Directors Meetings *(3-4 per year)*
- d) HortNZ Conference *(2-3 days per year)*
- e) Representing HortNZ on other bodies (subject to appointment and subject to time commitments and requirements of the groups appointed to) and
- f) Available to support the organisation in extenuating circumstances.

9. Organisational background

- HortNZ's Strategic Plan - see **Appendix 1**.
- HortNZ's [affiliated product groups](#) can be viewed on HortNZ's website.
- HortNZ 2019 [Annual Report](#) and Accounts can be viewed on HortNZ's website.

For further information see HortNZ's website at www.hortnz.co.nz

HortNZ is committed to diversity as set out in its Diversity and Inclusion Policy - see **Appendix 2**.

10. Experience, Skills and Personal Attributes

Nominees need to consider their suitability against the following list of attributes (in no particular order):

- Governance and leadership experience
- Engagement in and knowledge of generic issues affecting horticulture
- strong relationships and networks with product groups, regions, associations and associated industry parties
- experience in serving on boards of directors
- experience within grower representative organisations
- knowledge of the political / advocacy process
- understanding of governance and policy formulation
- sound business management skills
- strategic thinker
- analytical and conceptual skills including future growth opportunities for the sector

- ability to work as part of a team
- ability to interact constructively with others
- results oriented
- integrity
- effective communicator with established networks.

Our Strategy



Our Vision

Healthy food for all, forever
Oranga kai, oranga tangata, haere ake nei

Our Purpose

Creating an enduring environment where growers thrive

Our Goals



Prosperity

New Zealand horticulture is successful, thriving, and made up of a community that cares



Horticulture is valued

Because it is sustainable, responsible, credible and ethical



Collaboration

The horticulture sector works together as an inclusive, diverse and united industry



Agility

The horticulture sector has the dexterity and capability to succeed now and in the future

How we work

Strongly connected to growers

Proactive engagement with Government

Support product groups and district associations

Pan-sector view

Evidence based

Future focused

Solutions oriented

Active public dialogue

Our Priorities



Valued Partnerships

With growers, product groups, district associations, the public and government

Building our relationship with Māori and other ethnic groups



Enabling horticulture

Seeking the best operating conditions for horticulture

Aligning and optimising compliance

Assisting growers to rapidly adapt to the changing growing environment



Advocacy

Generating strong support for growing

Evidence-based engagement on policy and regulation

Telling the New Zealand horticulture story



People

Supporting horticulture to care for our people

Creating stronger career pathways and attracting talent

Meeting industry labour capability and skills needs

Celebrating success and diversity



Fit for the Future

Expanding the strategic vision for horticulture

Assessing and signaling challenges and opportunities

Preparing the sector to face the challenges of emerging risks

HORTICULTURE NEW ZEALAND DIVERSITY & INCLUSION POLICY

Purpose

The purpose of this policy is to outline Horticulture New Zealand's (HortNZ) commitment to a diverse and inclusive working environment, which is essential to driving sustainable commercial success and creating a high performing value driven culture.

Scope

This policy applies to all employees of HortNZ, including permanent, fixed term, casual staff and the board of directors.

Responsibilities

The responsibility for implementing this policy lies with the HortNZ Board. The HortNZ senior management team will oversee diversity and inclusion activities to implement this policy, as set out in the *HortNZ Diversity and Inclusion Strategy 2019-2025* and the associated action plan. All staff are responsible with complying with this policy.

Governing legislation

- NZ Bill of Rights Act 1992 and subsequent amendments
- Human Rights Act 1993 and subsequent amendments
- Local Government Act 2002

Related policies

- Performance appraisal
- Flexible working arrangements
- Pay equity
- Domestic violence
- Bullying and harassment

Definitions

Diversity: Is the range of human differences (backgrounds and experiences), including but not limited to race, ethnicity, gender identity, sexual orientation, age, socio-economic status, physical ability or attributes, religious or ethical values system, nationality and political beliefs.

Inclusion: Is involvement and empowerment, where the inherent worth and dignity of all people are recognised. An inclusive workplace promotes and sustains a sense of belonging; it values and practices respect for backgrounds, abilities, beliefs, and the ways of living of its members.

Outline

HortNZ is committed to ensuring that the unique strengths of individuals are valued. Diversity of thought can only be achieved through diversity of experience and this is achieved through numerous dimensions.

HortNZ accepts that it plays a role in ensuring that the horticulture industry is able to draw upon the abilities and the contributions of the diverse experiences represented in the diversity of experiences of the HortNZ staff and Board.

HortNZ strives to provide an environment where all employees feel free to bring their whole selves to work. This means feeling comfortable that their unique background and characteristics will be accepted by their work colleagues and valued by the organisation.

Principles

1. Instil an organisational culture of respect, with no tolerance for discrimination or harassment.
2. Establish and maintain mechanisms for staff to provide feedback about their inclusion experiences.
3. A diverse and inclusive environment will be achieved by eliminating the barriers that prevent individuals from under-represented groups being recognised and/or valued.
4. Where barriers to diversity exist, these will be addressed.
5. Targets will be set to enable the monitoring of diversity and inclusion. Quotas will be not be imposed for any target.
6. Recruitment, selection and promotion will always seek “the best person for the job” and also consider diversity as a factor among a range of others.
7. Remuneration and other benefits are based on a broad interpretation of merit and are not influenced by factors not pertinent to a job.
8. Where a person’s diversity position conflicts with a HortNZ requirement (e.g. unwillingness to work on a particular day), this should be discussed with the individual to see if this can be accommodated under our flexible workplace policy.
9. HortNZ will provide opportunities for all individuals (including those from under-represented groups) to be supported with development opportunities.
10. HortNZ will seek to align organisational diversity and inclusion with its members.

Monitoring and reporting

HortNZ senior management will periodically report to the HortNZ Board advising on the implementation of this policy and the related *HortNZ Diversity and Inclusion Strategy 2019-2025*.

Approved by the Horticulture New Zealand board on **4 June 2019**.