



HORTICULTURE NEW ZEALAND ELECTED BOARD DIRECTOR POSITION DESCRIPTION 2019

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 role and responsibilities of the Board are set out in the Board Charter. Its primary role 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 the HortNZ's vision, mission, purpose and strategic plan are clearly established, and plans are in place for achieving them.
- Establishing policies for strengthening the performance of HortNZ.
- Managing the CEO's employment and monitoring the CEO's performance.
- Representing the views of Horticulture New Zealand when meeting with growers and stakeholders.

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 \$29,964 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 per year)*
- b) Horticulture Industry Forum Meetings *(2-3 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 2016-2025 - see **Appendix 1**.
- HortNZ's [affiliated product groups](#) can be viewed on HortNZ's website.
- HortNZ 2018 [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 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.



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Horticulture New Zealand Incorporated
Strategic Plan 2016 to 2025

HortNZ Vision:

Healthy food for all forever

HortNZ Mission:

Creating an enduring environment where growers prosper

HortNZ Purpose:

Enabling, promoting and advocating for growers in New Zealand to achieve the industry goal (currently a \$10 billion industry by 2020).

Key Activity Areas

Enabling:

- Enabling stewardship of and access to natural resources for generations to come;
- Partnering with product groups and associations for the benefit of growers;
- Supporting the development of people capacity and capability; and
- Helping growers adapt to regulatory and technology change.

Promoting:

Telling the overarching story about horticulture to our communities and consumers to protect and enhance the well-being of our sector.

Focusing on:

- Responsible and sustainable use of natural resources, particularly land and water.
- Intergenerational stewardship of the land.
- Healthy and nutritious New Zealand produce.
- Skills, knowledge and innovation of our growers.
- Research and development.
- Our ethical and socially responsible practices.
- The potential for new entrants.
- Attracting and retaining talented people in the industry.
- Facilitating collaboration to get better industry solutions.
- The contribution to the New Zealand economy.

Advocating for:

- National Regulatory Reform, in all aspects of business, to enable the industry to grow and prosper.
- The best possible Biosecurity protections, readiness and response.
- The best outcomes for grower businesses in Regional and District Plans.
- Increased investment into Research and Development.
- Alignment of Educational outcomes.
- Educational opportunities relevant to industry need.
- Access to permanent and seasonal labour.

Awareness of and support for growers caught in adverse events



HORTICULTURE NEW ZEALAND DIVERSITY POLICY

For the purpose of this policy, the following definitions apply:

Equity: Principles and practices that ensure fairness to all employees irrespective of ethnicity, gender, sexual orientation, age, physical ability, family status, religious beliefs, perspective, experience or other ideologies, in providing opportunity for them to participate in the activities of Horticulture New Zealand and successfully fulfill their roles.

These principles and practices include respect and inclusiveness, ensuring fairness and making sure that barriers, overt or covert, which stand in the way are eliminated wherever possible.

Diversity: Understanding, appreciating and realising the benefits of individual differences, backgrounds and experiences, reflected in members of the horticultural community. These may include disabilities, differences of race, ethnicity, gender, sexual orientation, socio-economic status, age, religious beliefs or political beliefs.

Value

We are committed to equity of opportunity for all employees and Directors of Horticulture New Zealand.

Goal

Provide an inclusive and representative environment for employees that is conducive to equity of opportunity for participation and success so that the staff makeup of Horticulture New Zealand is a true representation of the diversity of the horticulture industry in New Zealand.

Purpose

The purpose of this policy is to support Horticulture New Zealand ("HortNZ") in achieving equity and diversity.

Organisational scope

This is an organisation-wide policy.

Responsibility

Responsibility for implementing the Equity and Diversity Strategy lies with the Board of Horticulture New Zealand. The Management team of Horticulture New Zealand will advise the Board on the development of the strategy.

Policy Content and Guidelines

Overview

Horticulture New Zealand is committed to providing all of its employees with an inclusive and accessible environment for work and an environment that gives them equal opportunities to fulfill their potential and make their contribution.

Horticulture New Zealand recognises that the presence and success of a broad range of talented people of different backgrounds and experiences will help to link it more meaningfully to the communities that it serves.

Horticulture New Zealand 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.

Principles

The following principles will inform equitable practice at Horticulture New Zealand.

Supporting all staff by providing an inclusive and accessible environment with equal opportunities for all to fulfill their potential and make their contribution, and making a commitment to embrace and understand diversity and equity.

Ensuring that merit is the overriding criterion for decisions affecting individuals. In doing so Horticulture New Zealand will give careful attention to definitions of merit, recognising that the distribution of talent does not favour any particular class, gender or ethnic group.

Encouraging diversity to enable Horticulture New Zealand and members of the horticultural industry to benefit from encountering and understanding people from a wide range of backgrounds, holding a multiplicity of beliefs and opinions, and contributing in a variety of ways.

Instilling a culture of respect, with no tolerance for unfair discrimination or harassment.

Recognising and addressing systemic disadvantage.

Formal responsibility for equity and diversity lies with the Board of Horticulture NZ.

Employee practices

Employee practices will reflect a consideration of equity and diversity matters and contribute to the achievement of equity outcomes in areas including recruitment; selection; appointment; development, training, and empowerment; recognition; career progression and promotion; workload allocation and retention.

Selection and progression of employees will be on the basis of merit. The interpretation of merit is broad, recognising that the distribution of talent does not favour any particular class, gender or ethnic group, and may include experience and personal qualities as well as formal qualifications. Horticulture New Zealand aims to avail itself of as wide a cross-section of talent as possible to deliver on the Strategic Plan and work programmes.

Education, training and professional development will be provided to enable the Horticulture NZ diversity policy.

Implementation

Horticulture NZ's Board will lead the implementation of this policy through the board's elections and appointments to committees and groups.

Monitoring and Reporting

The Chief Executive will report to the Board annually advising on the implementation of Horticulture NZ's diversity policy and identifying any initiatives that may be undertaken to give better effect to the Principles for the Board's consideration.

Approved by the Horticulture NZ Board on 20 September 2017