

## **ROLE OF THE BOARD OF MANAGEMENT – Frequently Asked Questions (FAQ's)**

### **What does the Board of Management (BOM) do?**

The BOM provides the future direction and vision for the Counties Manukau Kindergarten Association (CMKA). It is about thinking about the longer term issues and the 'big picture' aspects in early childhood education that impact on our organisation.

### **What is the BOM responsible for?**

- Ensuring high quality early childhood education for children which is responsive to local community needs.
- The Board develops strategic goals to guide the future direction of the Association, and policy statements to guide the day to day management of the Association.
- Supporting the Chief Executive Officer in her/his management role, by providing the delegated authorities in administration, personnel and finance matters to allow the Chief Executive Officer to manage effectively.
- Reporting annually to the kindergarten membership of the Association.
- Adhering to a Code of Conduct.

### **When does the BOM meet?**

The Board meets monthly usually 11 times per year in the evenings in Takanini Head Office for approximately 2-3 hours. Board papers are sent to all board members prior to the meeting so that members are fully informed and any discussion can take place. Occasionally when we review or develop a new key strategy a working party or group may be formed which Board members can opt into.

### **How do I become nominated?**

Nomination forms are available from your Kindergarten Head Teacher or from CMKA. Please refer to details at the bottom of this page.

### **Why should I become a Board Member?**

You will have an opportunity to experience skills involved in governing a charitable organisation, including:

- Meeting participation and decision making
- Strategic Planning, Goals and Vision
- Development of Management Plans
- Policy and procedure development

Often board members use these new skills in other employment opportunities to further their own careers and development.

Board members also receive a meeting fee to attend Board Meetings, a travel allowance and expense allowance for specific costs related to Board participation.

**For any further information on becoming a BOM member at CMKA or to visit a Board of Management meeting please contact Calmar Ulberg – Chief Executive Officer [calmar@cmka.co.nz](mailto:calmar@cmka.co.nz) or phone 09 972 9917**