

28 May 2019

Executive Committee Terms of Reference

Background

1. The Executive Committee (the committee) is a Committee of the New Zealand Registered Architects Board (NZRAB), established under sections 55, 56 and 57 of the Registered Architects Act 2005.

Underlying Philosophy

2. The NZRAB aspires to achieve best practice in:
 - a. governance
 - b. planning and budgeting
 - c. international relationships.
3. To that end, the NZRAB is committed to:
 - a. all NZRAB officeholders and staff being informed as to their respective roles and the expectations that the NZRAB has of them
 - b. all NZRAB activities being:
 - i. in accordance with the requirements of the Registered Architects Act 2005 and the Registered Architects Rules 2006
 - ii. consistent with the Performance Agreement Between the Minister for Building and Construction and the New Zealand Registered Architects Board (Performance Agreement)
 - iii. consistent with the NZRAB Strategic Plan
 - iv. authorised via the NZRAB's planning and budgeting procedures, and delegations.
 - c. the Board and the Minister having accurate and timely information, audited where required, by which they can assess the NZRAB's performance financially and in policy terms.

Objectives

4. The committee's tasks are:
 - a. assist the Chief Executive in developing the NZRAB Strategic Plan and the annual business plan and budget, and provide oversight in their implementation
 - b. provide general management support to the Chief Executive as required
 - c. provide oversight of the Board's international liaison
 - d. undertake the remuneration responsibilities and the performance review of the CE.

Membership

5. Committee members shall be appointed by the NZRAB Chair. As per the Act S 56, at least two committee members must be Board members. Other members may be appointed to provide an appropriate mix of skills and experience. The CEO or management shall not be members. A quorum shall be 50 per cent of the committee members, including at least 2 Board members.

Procedures

Attendance

6. NZRAB Board members who are not members of the committee shall have the right to attend committee meetings.
7. The CEO and members of management shall be invited to attend meetings of the committee where appropriate.

Meetings

8. The committee shall meet annually to review and approve for recommendation to the Board the draft Strategic Plan and Budget and shall meet at other times as required.
9. The committee may “meet” via email where appropriate under the same rules as apply for electronic board meetings.
10. Meetings may be called by the Chair of the committee, or at the request of the Board Chair.

Agendas and Minutes

11. Agendas and supporting documentation are to be circulated prior to meetings.
12. Draft minutes are to be distributed to committee members for final approval and to other Board members for their information.
13. Minutes shall be accompanied by an ‘action plan’ based on the committee’s decisions.
14. Minutes shall be appended to the relevant Board papers.

Review of Delegations

15. A schedule of NZRAB delegations shall be reviewed annually, or whenever there are major changes in the management structure or organisation.

Publication of Terms of Reference

16. The committee’s terms of reference shall be publicly available on the NZRAB web site.

Secretariat

17. The NZRAB staff shall provide the committee with secretariat services.