

UN YOUTH BOARD DIRECTORS

Nomination Pack



Nominations are now open for a number of positions on the Board of Directors for UN Youth New Zealand. We are currently seeking:

- 4 Ordinary Directors
- 1 Volunteer's Representative

Nominations close **Monday 1 November, 11.59pm**

ABOUT US

UN Youth New Zealand is a youth-for-youth non-profit organisation that provides civics education outside the traditional classroom context. Our goal is to inspire young New Zealanders to be global citizens, primarily through events that engage local and community policy, politics and democracy, and international affairs and diplomacy.

Annually, over 3000 young New Zealanders from Northland to Southland attend a UN Youth event. UN Youth is powered by a dedicated body of 150 volunteers, all aged under 25 and from across Aotearoa.

THE ROLE

The Board of Directors are responsible for governing UN Youth, providing strategic leadership to our growing organisation.

The Board's functions include:

- Determining UN Youth's policies and values;
- Monitoring performance against and providing leadership to UN Youth to drive implementation of our Strategic Plan and other policies;
- Exercising financial management and oversight;
- Performing risk management;
- Overseeing key volunteer appointments, and holding the National Executive and other key management personnel to account.

We are seeking candidates for the following positions:

- Volunteer's Representative; and
- Ordinary Directors.

More information on these roles can be found on pages 2 and 3 of this nomination pack.

COMMITMENT

Board meetings are normally virtual and held monthly for up to two hours. Directors will also sit in one or more Board subcommittees, which typically meet at least once every two months. Directors will also be expected to contribute to specific projects or initiatives alongside general meeting preparation.

The Board may also hold strategic planning sessions, and this and any other travel for events or meetings in your role as a Director will be covered by UN Youth, to the extent that is possible under our Policies.

REMUNERATION

There is no remuneration for this role as all positions within UN Youth are entirely voluntary. However, reasonable expenses may be claimed.

WHO SHOULD APPLY?

Above all we're looking for individuals who believe in our kaupapa and are committed to support UN Youth to thrive.

We encourage nominations from eligible people who might have any of the following:

- Have governance experience (particularly in the non-profit sector)
- Have financial management and/or fundraising experience
- Have relevant qualifications, professional memberships, or accreditations
- Be strategic focussed, and can add value to the future direction of UN Youth
- Be reliable and can work well with others, including fellow Board members and other volunteers
- Have connection to, and be passionate about, youth education, international affairs, or civic engagement
- Have marketing or communications experience

VOLUNTEER'S REPRESENTATIVE

The Volunteer's Representative is a Board member who acts as the main point of contact between volunteers and the Board, and represents the voice of volunteers on the Board. Their work includes:

- Communicating with volunteers regarding the work the Board has been doing;
- Answering questions members may have regarding the governance of UN Youth;
- Leading consultation sessions with volunteers.

They also typically act as the Chair of the People, Impact & Culture Committee.

The Volunteer's Representative's term of office will be from 1 January 2022 - 31 December 2022.

ELIGIBILITY

The Volunteer's Representative must be a current member of UN Youth. Someone is a member of UN Youth if they have registered as a member and they:

- are currently enrolled in a New Zealand primary, secondary or tertiary institution; or
- are a New Zealand permanent resident or citizen aged 25 years or younger; or
- been appointed as a member of UN Youth by the unanimous agreement of the Board.

WHO SHOULD APPLY?

This is a fantastic opportunity to learn about governance and leadership. A good understanding of UN Youth operations is preferable, but not essential. This role is ideal for anyone who has volunteered with UN Youth within the past 2 years. The Volunteer's Representative can also concurrently hold any other position in UN Youth (except as a National Executive officer).

If you have questions regarding this role please contact volunteersrep@unyouth.org.nz

ORDINARY DIRECTORS

Ordinary Directors are Board members that are not the Volunteer's Representative and National President. Ordinary Directors comprise of Independent Directors, who are not members of UN Youth, and non-Independent Directors, who are members of UN Youth.

UN Youth is looking for nominees for **four Ordinary Director** positions. Of these positions, a minimum of one, but no more than two, may be **Independent Ordinary Directors** (who are not current members of UN Youth).

Ordinary Directors may be appointed as Chairperson of the Board, and typically sit on 1-2 Board subcommittees. As part of the role, they may be a portfolio or subject matter expert for the Board, may lead Board projects, and may be a dedicated support or Board contact for operational projects.

An Ordinary Director's term of office will begin on 1 January 2022, and can be elected for up to a two year term (until 31 December 2023).

ELIGIBILITY

As a default, all Ordinary Directors must be aged under 26 years at the time of their nomination, or be enrolled in full time tertiary education at the time of their election. However, a nominee can be exempted from this requirement by majority vote of the current Board and the National Executive. Therefore, candidates aged over 25 can be nominated for the Ordinary Director position.

Please note that of the four Ordinary Directors who complete their terms at the end of 2021, three (two Independent Directors and one non-Independent Director) intend to seek re-election to the Board.

If you have questions regarding this role please contact chairperson@unyouth.org.nz

HOW TO APPLY

Nominations must include:

- Candidate details:
 - The name and age (at the time of nomination) of the candidate;
 - Whether the candidate is currently a member of UN Youth;
 - Whether the candidate will be in full time tertiary education at the date of the AGM;
 - The names of two Voting Members of UN Youth who nominate and second the candidate¹;
 - For Ordinary Director nominations, whether the candidate intends to serve a one year or two year term on the Board from 1 January 2021;
- A covering letter outlining how the candidates meets the considerations outlined above (max 1000 words);
- A CV (max 2 pages);
- A professional head and shoulders photograph;
- A short candidate blurb (max 600 words). This will be provided to members of UN Youth should the candidate be referred by the Appointments & Performance Committee of the Board;
- A completed police check consent form (only fill in pages 2 and 3 – [click to download](#));
- Photo ID (for the purpose of the police check); and

Nominations close **Monday 1 November, 11.59pm.**

Nominations must be emailed to the Board Secretary, Tamara Pinto, at tamara.pinto@unyouth.org.nz by the deadline. All materials must be included in order for a nomination to be considered. Late nominations will not be considered.

ELECTION PROCESS

Ordinary Directors and the Volunteer's Representative must be elected by majority vote of the Voting Members of UN Youth at our Annual General Meeting (**AGM**). The AGM is currently scheduled for 21 November 2021 (subject to change).

Ordinary Director nominees must first be referred by the Appointments & Performance Committee of the Board to the Voting Members for election at the Annual General Meeting. The Committee will consider factors which may inform whether a candidate has the requisite skills and experience to be an Ordinary Director for UN Youth, as well as their intended length of service on the Board.

Once Ordinary Director candidates are referred by the Committee, and nominations close for the Volunteer's Representative, candidate blurbs will be circulated to UN Youth members in advance of the AGM.

Each candidate will be invited to speak during the AGM for an allotted time, and may take questions from the floor. If a candidate is unable to be present at the AGM (either virtually or in-person), then

¹ Candidates cannot nominate or second their own nominations. Candidates may ask to be put in contact with Voting Members of UN Youth who can nominate/second their nomination: please contact chairperson@unyouth.org.nz

they may request that a brief statement be read on their behalf. Further information on this process will be provided in advance to candidates.

If successfully elected by Voting Members of UN Youth, a police vetting check must also be completed, and the results accepted by the National People Officer, before they can begin in the role. This is in accordance with UN Youth's Police Vetting Policy.

MORE INFORMATION

Any questions can be directed to the Chair of the Board, Amelia Lamb, at chairperson@unyouth.org.nz.

LOOKING FOR OTHER LEADERSHIP OPPORTUNITIES?

UN Youth is also looking for a National President for 2022, and will soon be seeking candidates for other National Executive Officers. Further information can be found at www.unyouth.org.nz

ENDS