

Rosebank Business Association

Board Charter 2023

This Board Charter sets out the responsibilities of the Board of the Rosebank Business Association Incorporated.

Objects of the Association

- To assist and guide the development and advancement of the commercial interests of business people and businesses in the Rosebank Business Precinct through a co-ordinated, structured and measurable communications, marketing and economic development programme.
- To foster and promote generally the welfare of the business community of Rosebank Business Precinct and, in particular, to provide a forum for networking and collaboration of members, and sharing of information.
- To improve the environment of the Rosebank Business Precinct so as to attract and retain business in order to drive employment and economic growth.
- To capitalise on the unique assets and profile of the Rosebank Business Precinct and to use that as a means of establishing an identity and positioning for the area.
- To make arrangements with and/or advocate to the Government, local authorities and/or other persons, corporations or associations for the improvement of amenity, streetscapes, utilities, transport, services or other infrastructure, and for lighting, surfacing, security and cleaning to the benefit of the Rosebank Business Precinct.
- To administer the BID Partnership Funding.





Janine Coes.
H. Hartke

M Robinson


1. Operation of the Board

Ensure the Association's actions are consistent with the Auckland Council BID Policy 2022 and the Association's Constitution.

Ensure each of the board members and the management are fully committed to high standards of governance.

Board Responsibilities

The primary responsibility of board members is to act in what they believe to be the best interests of the Association and its members. Board members should be entitled to rely on the honesty and integrity of the Association's management and its outside advisors and auditors.

In furtherance of its responsibilities, the Board will:

- Ensure that appropriate systems and processes are in place so that the activities of the Association are conducted in an honest and responsible manner;
- Oversee the overall conduct of the Association and ensure that it is being properly managed;
- Ensure that effective management and audit systems are in place;
- Review and approve the strategic plan, annual plan, budget, and reports;
- Act in such a way that Board meetings and discussion promotes focused debate within a supportive atmosphere; and
- Safeguard and enhance the image and reputation of the Association.

Board and Committee Meetings

The Board will meet at least 6 times a year. Board Members should spend the time necessary and meet as frequently as necessary to properly discharge their responsibilities.

To enable appropriate review of Board materials, board members will be sent materials in advance of Board meetings.

Proceedings of meetings shall be minuted and approved by the Board at the subsequent meeting.

Agenda Items

The Manager and Chair will establish the agenda for each Board meeting. Each board member is free to raise at any Board meeting subjects that are not on the agenda for that meeting in General Business.

Board Member Orientation and Education

The Board will ensure that all new board members receive orientation, governance and induction training as appropriate.

BID Manager Evaluation

The Chair will conduct an annual review of the Manager's performance.

Management Delegations

The Board delegates to the Manager responsibility for implementing the Board Annual Plan and Budget, and for managing the day-to-day operations of the Association.

Independent Advice

The Manager may engage professional advisers to advise or assist them in carrying out their responsibilities.

Conflicts of Interest

The Board, both individually and collectively, are expected to act ethically and in a manner consistent with the values of the Association. Where conflicts of interest arise, Board members will excuse themselves from the relevant discussions and not exercise their vote. Ongoing conflicts of interest shall be recorded in a register maintained by the Manager.

2. Board Structure

The Association is comprised of its members. They elect a Board of not less than 5 and not more than 7 members at the Annual General Meeting. The members also elect the Chair and Treasurer of the Board. A member of the Whau Local Board is also appointed as a non-voting member of the Board. From time to time, the Board also appoints a Patron.

Role of the Chair

The Chair's role is to:

- Lead the Board and Association effectively;
- Make sure the Board is well informed and effective and that the members, individually and as a group, have the opportunity to air differences, explore ideas and generate the collective views and wisdom necessary for the proper operation of the Board and the Association;
- Ensure effective communication with members;
- Act as the link between the Board and the Manager on a day-to-day basis.

Role of Board Members

- Contribute to Board discussions and decisions effectively, honestly and with integrity;
- Be well informed, accept differences of opinion, explore ideas and contribute to collective views and wisdom for the proper operation of the Board and the Association;
- Support the Chair in their leadership role.

Board interaction with Media

Communications on behalf of the Association with the media must be made only by the Chair or Manager, unless another Board Member is otherwise specifically designated.