

ROLE DESCRIPTION

June 2025

Role Title: Neurological Foundation Council Member

General Description

The purpose of the Neurological Foundation (the Foundation) described in our Rules & Objects is:

- a) To arrange for, promote, foster, develop and assist the study of and acquisition, dissemination and application of knowledge and information concerning:
 - (i) the causes, diagnosis, prevention and treatment of diseases and disorders of the nervous system; and
 - (ii) the education of members of the public in relation to matters concerning the causes, diagnosis, prevention and treatment of diseases and disorders of the nervous system and caregiving arrangements in respect of those persons who suffer from such diseases and disorders.
- b) To encourage, stimulate and aid research and investigation into the causes and treatment of diseases and disorders of the nervous system.
- c) To encourage, arrange and assist students, medical practitioners, scientists, welfare workers and others from New Zealand and overseas to undertake research in the diagnosis, prevention and treatment of diseases and disorders of the nervous system and research into the care and rehabilitation of patients suffering from such diseases and to train them in methods of research in the fields of medical and social science.

Primary Objectives:

The Foundation's Council is responsible for:

1. Upholding the Rules & Objects of the Foundation
2. This includes setting policy, guiding the organisation's performance and accounting for the performance of Management
3. To plan future directions for the organisation's development and set strategy
4. Ensure services offered are compatible with the purposes and goals of the Foundation and also appropriate, effective and relevant to the changing needs of the community
5. Ensuring management are achieving the outcomes agreed by Council in the strategy, business plans and operating budgets

Key Tasks:

The Council are focussed on:

1. Achieving the purpose of the Foundation through appropriate means
2. Ensuring the strategy, goals and direction ensure a sustainable and vibrant organisation
3. Establishing policies for strengthening the performance of the Foundation
4. Ensuring management is proactively seeking to build the business & achieve agreed business goals
5. Appointing the CEO, managing their performance, remuneration &, as appropriate, succession
6. Appointing committees and ensuring they meet the objectives for the Foundation, as required
7. Promoting ethical and responsible decision making
8. Safeguarding the integrity of its financial reporting and conformity to law
9. Protecting and enhancing the value of the Foundation's assets
10. Respecting the right of the stakeholders
11. Recognising and managing risks and regulatory compliance policies
12. Promoting a culture which embraces diversity
13. Promoting the Foundation, inspire confidence in its services to the community
14. Preparing for, attending and actively contributing to Council & Sub-Committee meetings

Functional Relationships:

Council Members are directly responsible to the Chairperson of the Council for carrying out of their duties. On some special projects, or in an advisory capacity, Councillors will usually be working directly with the CEO and / or individual staff members.

Councillors are expected to treat all matters relating to management, administration and staff (paid or volunteer), as confidential to the Foundation, to report directly to the Chairperson on matters relating to the Council and to approach the Chief Executive for information on matters relating to management and administration.

Councillors have the right to free access, at suitable times, to all records relating to the Council's functioning but do not have access to agency client records of a confidential nature. Access to agency management and administration details must be through the Chief Executive at a suitably convenient time.

Resources:

The Chairperson and Foundation staff are available to Councillors for advice and assistance. The agency will provide whatever administrative support is required to assist with the functioning of the Council.

Time Commitment:

Approximately 10 - 15 hours per month, of which 8 hours will be required for Council meetings held quarterly.

Results Required:

That the Foundation is governed effectively to meet the needs of stakeholders and staff throughout New Zealand, in line with the expectations set in the Rules and Objects.

Further roles:

- 1. Council Chair & Deputy Chair**, with a 2 year tenure, are focussed on:
 - Leadership of the Council in delivering on its focus areas
 - Management of the CEO, their performance, development, wellbeing and remuneration
 - Management of Council members / Committee Chairs to meet expectations of their roles
 - Initiating the process for recruitment of new Council members & the termination of existing Council members as appropriate, following due process
 - Delegated approvers for items, as per the Financial Delegations policy
- 2. Council Sub-Committee Chair(s)**, with a 2 year tenure, are focussed on:
 - Chairing the Council sub-committees to achieve the purpose and outcomes described in the Terms of Reference / Charters
 - Recommendations from the Committee to Council on matters requiring Council approval
 - Management of Committee members to meet the expectations of their role on the Committee
 - Working with Council to ensure the right balances of skills and experiences needed for the Committee, plus ensuring that a quorum is maintained for meetings
 - Supporting Council Chair in recruitment of new Council members, in line with Foundation policy