

New Zealand Artificial Limb Board

Position Description

The Board

The New Zealand Artificial Limb Board (NZALB¹) was established under the Social Welfare (Transitional Provisions) Act 1990. The NZALB is classified as an Autonomous Crown entity. The responsible Minister is the Minister for Social Development.

Function

The functions of the NZALB as listed in section 44 of the Social Welfare (Transitional Provisions) Act 1990 are to:

- manufacture, import, export, market, distribute, supply, fit, repair and maintain artificial limbs and similar devices
- provide rehabilitative and other services to persons in connection with artificial limbs and similar devices
- carry out research and development in relation to artificial limbs and similar devices
- advise the responsible Minister on matters relating to artificial limbs and similar devices.

The NZALB provides services for an amputee population of around 4,200. The Board's total income for 2012/2013 is \$8.186 million.

Additional information including the Board's annual report can be viewed on the Board's website www.nzals.org.nz.

Role of the Board

The Board is the governing body of the NZALB (a statutory entity) responsible for ensuring that it performs its functions efficiently and effectively. The Board consists of a Chairperson and five members.

A summary of the collective and individual responsibilities of Board members is attached.

Time Constraints

While the workload of a Board member can fluctuate, it is expected that there will be a time commitment of 10-15 days a year. The Board usually meets on a monthly basis.

Knowledge, Skills and Experience

While specific knowledge, skills and experience requirements are not prescribed in legislation it is considered desirable that the member possesses:

- understanding of, and experience in, implementing effective governance and strategy
- leadership skills and sound judgement
- experience in managing a business
- proficiency in financial management
- knowledge of government processes.

Appointment

Under the Board's governing legislation, members are appointed by the responsible Minister on the nomination of the:

- Amputees Federation of New Zealand
- New Zealand Orthopaedic Association
- NZALB Board itself
- Minister of Health to represent District Health Boards.

The legislation also provides for a member to represent the interests of war amputees as well as a member appointed by the Minister.

Members are appointed for a term of up to three years.

Remuneration and Expenses

The NZALB is a statutory body within the meaning of the Fees, and Travelling Allowances Act 1951. Members are entitled to receive fees, salary or allowances for services as the Board and payment of travelling allowances or expenses in respect of travel in connection with the Board.

The NZALB is classified as a General Management Board (Group 3a, Level 5) in terms of the Cabinet Fees Framework. As a member of the Board, appointees currently receive an annual fee of \$9,500.

¹ The NZALB is frequently referred to as the New Zealand Artificial Limb Service. Legislation formalising this name change is currently before Parliament and expected to pass in early 2013.

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Collective Duties of Board

The Board of a statutory entity must ensure that the entity acts in a manner consistent with its objectives, functions, statement of intent, and their memorandum of understanding with their responsible Minister.

The Board must ensure that the statutory entity performs its functions efficiently and effectively and in a manner consistent with the spirit of service to the public.

The Board must ensure that the entity operates in a financially responsible manner and, for this purpose, that it prudently manages its assets and liabilities.

Individual Duties of Members

A member of a statutory entity must not contravene, or cause the contravention of, or agree to the entity contravening, the Crown Entity Act 2004 or the entity's Act.

A member must, when acting as a member, act with honesty and integrity.

A member must act in good faith and not pursue his or her own interests at the expense of the entity's interests.

A member must, when acting as a member, exercise the care, diligence and skill that a reasonable person would exercise in the same circumstances, taking into account the nature of the statutory entity, the nature of the action, the position of the member and the nature of the responsibilities undertaken by him or her.

A member of a statutory entity who has information in his or her capacity as a member that would not otherwise be available to him or her must not disclose that information to any person, or make use of, or act on, that information, except:

- in the performance of the entity's functions
- as required or permitted by law
- in complying with the requirements for members to disclose interests.

A member may disclose, make use of, or act on the information if:

- the member is first authorised to do so by the Board or, in the case of a corporation sole, by the responsible Minister
- the disclosure, use, or act in question will not, or will be unlikely to, prejudice the entity.

This information has been reproduced in short from the Crown Entities Act 2004. For a full copy of the Collective Duties of the Board and Individual Members refer to Sections 49-57 of the Crown Entities Act 2004.

Role of the Chairperson and Deputy Chairperson

The responsibilities of the Chairperson and Deputy Chairperson are the same as those of other board members. It is expected, however, that the Chairperson will:

- act as leader of the Board, presiding over Board meetings
- be responsible for integrity of the Board's processes (especially those relating to managing board member conflicts of interest)
- act as the main point of contact between the Board and the responsible Minister
- be responsible for the day-to-day relationship with the Board's Chief Executive.

The role of the Deputy Chairperson is to exercise these functions whenever the Chairperson is unavailable or has a personal interest in the matter.

Additional information on the role of the Chairperson and Deputy Chairperson and Board proceedings is contained in Schedule 5 of the Crown Entities Act 2004.