



Position Description May 2021

Independent Chair - Eye Health Aotearoa

Expressions of interest, with CV due by 5pm 11 June 2021

[Eye Health Aotearoa](#) is a unique charitable trust advocating for improvements in our national eye health system that will prevent avoidable blindness and deliver comprehensive accessible eye health services in New Zealand.

Representatives from the major New Zealand vision charities, eye health professions and academic disciplines work together on our board. We are in the early stages of the Trust's development. Current Trustees have operated as working board to ensure the Trust's success to date. We are looking for a chair to help guide our collaborative effort towards achieving the best and equitable eye health possible for all people in New Zealand.

Responsibilities

1. Ensure the Trust is a sustainable organisation:
 - a. Play an active role in securing funding for the Trust; and
 - b. Bring in specialist expertise (e.g. in-kind resource matters, financial control of grants etc.) as required.
2. Work with the secretariat to ensure the efficient management of the Trust
3. Monitor the progress and implementation of Eye Health Aotearoa's 2021-2024 Strategic Plan, and relevant year by year project plans



4. Chair Board meetings and ensuring the Board and individual trustees always act in ways consistent with the constitution, governance policies and governance best practice.
5. Work efficiently with the Secretariat (currently provided by Blind Low Vision NZ) to ensure the smooth running of the Trust, including directing the work of the secretariat as required.
6. Facilitate and ensure completion of all agreed standard governance processes especially:
 - a. Finalise Board agenda, reporting formats, minutes, timetables etc. with the Board
 - b. Approve of Business Plans and Budgets
 - c. Adopt of Annual Accounts and finalising audit-related processes
 - d. Monitor risk mitigation
 - e. Monitor and evaluating organisational results and achievements
 - f. Approve correspondence where required
 - g. Confirm approval for payments and other business in a timely manner.
7. Act as an ambassador and spokesperson representing the Trust to outside parties.

Time Commitment

Up to 15 hours a month.

Conflict of Interest

The Independent Chair should be free of significant conflicts of interest and declare any matters that may arise and impact on their performance in the role.

Remuneration

There is no remuneration available at present.

Eye Health Aotearoa is working towards being able to reimburse and remunerate the Independent Chair role and Trustees, however, our current financial position does not support this. In the meantime for FY22 (1 April 2021 – 31 March 2022), we will keep a record of in-kind contributions.

Meeting location

Meetings are held via Zoom.

Qualities

- An inclusive leadership style that ensures all voices are heard and membership organisations are equally represented in decision making.
- Strong communication and interpersonal skills.
- Understanding of the health sector in Aotearoa New Zealand.
- Respect for the ethnic and cultural diversity and practices of the indigenous people of Aotearoa, and for all New Zealanders.

Key competencies

- Good political nous and experience of working with the machinery of government and across the Parliament i.e. a former Member of Parliament or lobbyist.
- Understanding of giving effect to Te Tiriti o Waitangi in the health context
- A sense of connection to and passion for comprehensive and accessible eye health
- High level facilitation, leadership, and consensus-building skills
- Collaborative approach and actively participates. Respecting and valuing the contributions of others
- Knowledge of and/or experience in the health sector

Expressions of interest for the role of independent Chairperson should include a full CV and be sent to Dianne Rogers, Eye Health Aotearoa secretary on drogers@blindfoundation.org.nz and the current Chairperson Prof Steven Dakin on s.dakin@auckland.ac.nz by 5pm 11 June 2021.