

About the New Zealand Standards Approval Board

The New Zealand Standards Approval Board (the Board) supports Standards New Zealand in its development process, providing independent decision making and checks and balances. The Board's functions include appointing new members, including the Chair, of standards development committees, approving proposed new standards or modifications to old standards and adopting other standards organisations as New Zealand Standards.

Functions of the Board

Section 12 of the Standards and Accreditation Act 2015 (the Act) states that the functions of the Board are to:

- approve or decline proposals for persons to be members of standards development committees
- approve or decline proposals for persons to be chairpersons of standards development committees
- approve or decline proposals for persons to be members of development committees of standards organisations
- approve or decline proposed new New Zealand Standards
- adopt or decline to adopt other standards organisation's standards as New Zealand Standards
- approve or decline modifications to New Zealand Standards
- archive New Zealand Standards
- revoke New Zealand Standards
- advise the Minister on any matter referred to the Board by the Minister
- advise the Minister on the currency of New Zealand Standards, and on priority areas for the development and review of New Zealand Standards
- advise the Minister on any other matter that the Board considers necessary or advisable
- the Board must act independently in undertaking its functions under subsection (1)
- if the Board declines to approve members, standards or modifications of standards under subsection (1)(a) to (f), it must provide the New Zealand Standards Executive with reasons in writing for its decision.

The Board is an advisory committee

The Board is an advisory committee established under the Act. The Minister for Commerce and Consumer Affairs is the responsible Minister for the Board. More information can be found on the Board's [website](#) or in the [Act](#).

Board member responsibilities

Role of Directors

The individual duties of members are:

- to comply with their letter of appointment
- to bring an objective and fair approach to Board proceedings

- to be collaborative and an effective communicator, and be willing and available to devote time and energy to the role
- to act with honesty and integrity, in good faith and not at the expense of the entity's interests, with reasonable care, diligence and skills; and
- not to disclose or make use of information that otherwise would not be available to them.

Members are expected to adhere to the Public Service Commission code of conduct. Further information can be found here: <https://www.publicservice.govt.nz/guidance/guide-he-aratohu/standards-of-integrity-and-conduct/>

Membership of the Board

Members are appointed for terms of up to three years and may be reappointed on the expiry of their term. Members of the Board may resign by written notice to the shareholding Ministers. Members may be removed from office at any time, and for any reason, by written notice from the shareholding Ministers to the company.

Time commitment and remuneration

Members are entitled to receive remuneration at a rate determined by the shareholding Ministers in accordance with Cabinet Fees Framework. Board members are paid a daily rate of \$360. In addition to fees, members are entitled to be reimbursed for actual and reasonable expenses incurred while carrying out the duties of the Board.

The Board member positions are part-time. The Board meets in Wellington on a regular basis. In addition, members of the Board are required to spend time preparing for meetings and on other Board matters. The time needed for the position is typically 25 days per year, including monthly board meetings, strategy related sessions and some conferences. Board materials are distributed to Board members in sufficient advance of the Board meetings to allow members to be thoroughly prepared.

Person specifications – Director

Specific skills required

At this time, the Minister for Commerce and Consumer Affairs is seeking candidates who wish to be considered for appointment as a member of the New Zealand Standards Approval Board, who can provide one or more of the following skills and experience:

- strong contemporary building industry experience and knowledge
- bring strong connections and networks to the building industry.

Additional skills, experience and attributes required

Schedule 1 clause 1 of the Standards and Accreditation Act 2015 (the Act) states that the Minister must, in recommending a person for membership of the New Zealand Standard Approval Board, ensure that, collectively, members of the Board have knowledge and experience of, and capability in:

- the sectors that use standards
- experience necessary to approve New Zealand standards
- experience to perform the function of the Board.

Applicants for a member role should have the necessary skills and experience to enable them to meet the requirements of a director in terms relevant legislation; and have the demonstrated skills to contribute to board level decision-making. Applicants must have the legal right to work in New Zealand.

Disclosure of interest

Before a person is appointed as a member of the Board, the person must:

- consent in writing to being a member
- certify that they are not disqualified from being a member under section 30(2) of the Act; and
- disclose to the responsible Minister the nature and extent (including monetary value, if quantifiable, of all interests that the person has at that time, or is likely to have, in matters relating to the entity.

As part of the appointment process, candidates are required to complete a *Disclosure Form*. The information that is disclosed by the candidates enables the responsible Minister to know the relevant interests and any conflicts that a person may have in relation to an appointment to an entity. The information is used to assess whether a candidate would be able to contribute effectively to the entity's affairs, and where conflicts are identified, to ensure that these can be managed appropriately.

Additional information

For further enquiries about the position, email: boardappointments@mbie.govt.nz