



New Zealand Handball Federation Executive Committee Governance process

This document was written to document the governance process of the New Zealand Handball Federation Executive Committee.

Version Control

Version	Date	Author	Contributors	Content / Comments
0.1	30/09/2020	David Ireland	Daniel Triebisch	Drafted initial document
1.0	6/10/2020	Daniel Triebisch		Finalised document after approval from Executive committee on 5/10/2020

This document will be reviewed every three (3) months.
(Next review Feb 2021)

Governance Philosophy

The Executive Committee of the New Zealand Handball Federation ('NZHF') has agreed to follow the 'COFET' approach.

The 'COFET' approach is based on four pillars:

Cohesion – Whatever has been decided as a group, all executive members need to support the outcome cohesively, and act as a team.

Openness – Sharing anything we know that is relevant to the operation of the executive committee. All members have various touchpoints with the community and therefore can provide valuable input into discussions and decisions.

Freedom of Expression – Speak up! It is important that everyone feels comfortable providing his/her opinion. Keep opinions to facts and don't get personal. But also remember to not take anything personally as the presented opinions are aimed to ensure we achieve the best outcome for New Zealand Handball

Timeliness – Proactive communications, stick to timelines as much as you can and if there are potential delays, please raise with the President or Secretary-General, so help/support or alternative arrangements can be provided. Everyone is accountable for actions assigned to them.

Governance Process

1. Executive meeting frequency
 - monthly on the first Monday of each month (except in January)
2. Meeting Minutes
 - to be drafted by the Secretary-General within 5 working days
 - To be reviewed by the Exec Members within further 3 calendar days
 - Secretary-General to save them in appropriate folder on the secretary google drive (Exec Committee Minutes/Year/Month)
 - Minutes will be made available for members upon request
 - If Minutes requested by non-members, please seek approval from Exec Committee
3. Communication
 - President summarizes monthly updates and provides to Secretary-General for circulation by 14 calendar days after (regular) Exec Meeting
 - Secretary-General to send president's monthly update to NZHF members (all affiliated clubs and life-time members)
 - Secretary-General to update news section on website with President's monthly update
 - Secretary-General to make a post on NZHF Facebook page informing the community about the update and linking them to the NZHF website
4. Conflict of Interest
 - If a committee member has a conflict of interest in any matter under discussion, it's the committee member's responsibility to make this known to the rest of the committee
 - The committee will determine on a case by case basis the most appropriate way to manage any identified conflict of interest to avoid any improper influence by the conflicted committee member.