

# BOARD CHAIR POSITION DESCRIPTION



**Position Title: Independent Chair, Packaging Forum of New Zealand Appointed by:**

**Board, Packaging Forum of New Zealand**

## **Organisation Summary**

The Packaging Forum is the peak industry body representing businesses that make up New Zealand's domestic packaging waste value chain. Forum membership comprises more than 250 companies, who pay a membership fee.

The purpose of the Packaging Forum is to provide industry with a forum through which to develop and promote best-practice voluntary product stewardship solutions for packaging; and to ensure industry is regarded as a credible partner for collaboration on sustainability outcomes in New Zealand.

The Packaging Forum operates voluntary stewardship schemes and projects. Some of these schemes are accredited under the Waste Minimisation Act. The Schemes and Projects have an Advisory or Steering Committee that reports to the Packaging Forum Board or its nominated representative. These can be found on the Packaging Forum website [www.packagingforum.org.nz](http://www.packagingforum.org.nz)

The Packaging Forum has four pillars:

### **ADVOCACY**

- Advocate for the right policy settings within which industry can maintain voluntary stewardship for packaging and that help achieve the highest value sustainability outcomes for packaging in New Zealand
- Advocate for the right collaborations between the public and private sectors to achieve best possible on-shore solutions for New Zealand's packaging waste.

### **COLLABORATION**

- Identify and build collaborations between Packaging Forum members, the public sector and communities to achieve best possible on-shore solutions for New Zealand's packaging waste.
- Encourage pre-competitive industry collaboration so there is a wider and deeper understanding of the role we play and the ownership we can take in facilitating the right solutions for packaging – from design to end-of-life.

### **SOLUTION DESIGN AND DELIVERY**

- Design initiatives that make it easy for consumers and end users to do the right thing with end-of-life packaging.
- Manage initiatives and schemes that achieve highest value sustainability outcomes.
- Aspire to develop initiatives and schemes that achieve highest value commercial outcomes across the supply chain.

## **PROMOTION**

- Grow the Packaging Forum membership to ensure New Zealand's packaging industry is represented across the supply chain as widely and deeply as possible.
- Identify partners we need to work with who need to be aware of our purpose and our aspirations, and with or through whom we can deliver stewardship initiatives.
- Promote consumer and end user responsibility for achieving a sustainable supply chain for packaging.
- Promote schemes to their beneficiaries (councils, communities) and end users (consumers).

### **Position Summary**

The Board of the Packaging Forum is made up of representatives drawn from across the schemes and projects. Members are appointed by way of a membership. Additional capacity can be appointed to the Board to fill skills gaps.

The Chair is deliberately independent of the membership and appointed by the Board, to ensure governance leadership without fear of favour.

The Independent Chair is responsible for leading the Packaging Forum's governance functions and providing independent, expert oversight of organisational governance; including operational performance and financial management.

The Chair must be able to represent the interests of the Packaging Forum with a broad range of stakeholders, including member and non-member companies, central and local government representatives and officials, non-government organisations, advocacy groups and the media.

The Independent Chair will have considerable experience of whole-of-life packaging in a contemporary New Zealand context at a senior leadership level; and deploy that experience to advance the reputation of the Packaging Forum and its members as a credible partner for collaboration on sustainability outcomes for New Zealand.

### **Accountabilities**

The Independent Chair is a vital cornerstone of the board and a key influencer. They are responsible for leading and managing the governance functions and overall performance of the Packaging Forum:

- Recruitment, appointment and performance management of the general management function
- Ensures Board appointments are made in accordance with the structure agreed and set out in the constitution and that board members fulfil their obligations (in accordance with the constitution).
- Ensures the efficient and effective working of the Board and ensures that all statutory and relevant governance issues are addressed by the Board in a timely way.
- Supports the general management function to lead the development of an annual work plan aligned with the organisation's strategic purpose and functions and with appropriate success measures (KPIs), which is agreed by the Board.
- Leads the process to ensure the Packaging Forum achieves the annual plan outcomes.
- Ensures the organisation operates with financial prudence and reports in accordance with the rules set out in its constitution

- Represents the Packaging Forum externally, alongside the leadership team and where appropriate, to
  - ensure the Packaging Forum is seen as a credible partner for collaboration on sustainability outcomes for New Zealand;
  - advance the reputation of the organisation;
  - represent the Packaging Forum in public policy processes and the national conversation on climate change policy as it affects the packaging industry
  - advocate its position on matters of importance to the long-term sustainability of voluntary stewardship for packaging; and
  - grow membership.

### Relationships

Internal:	The Board Members of the Packaging Forum (including their senior leadership/nominated representatives) Stewardship Scheme Managers Project Managers
External:	Packaging value chain Government and advisors (central and local) Regulators and institutions Project and scheme partners Advocacy groups Non-government organisations Community groups Media Industry Organisations who provide services to the packaging value chain

### Knowledge and experience

- Understanding of matters related to the contribution of New Zealand business to sustainable development and environmental outcomes, and the government processes that regulate them.
- Understanding of the commercial environment, current issues and future trends for NZ businesses, particularly in a sustainability context.
- Experience and a track record of leadership success working with, or within, the area of sustainable development and environmental performance, ideally related to whole-of-life packaging.
  - Experience in governance and in chairing Boards, preferably in commercial and non-commercial organisations.
  - Experience as an association or business spokesperson.

### Education and Training

- A relevant tertiary qualification or equivalent training
- Ideally, Institute of Directors (or equivalent) membership & governance qualifications (coaching will be provided)
- Media management (coaching will be provided)

**Expectation of Directors**

Board Meetings are held bi-monthly, so it is expected that the Chair and Board Members would be available to attend those meetings in person, as well as some enough time to prepare for the meetings. The meetings are usually held in the Auckland.

Additionally, there could be special meetings or teleconferences required from time to time for which all disbursements will be reimbursed.

**Term of Appointment**

The usual term is 2 years, with a three-term maximum appointment. Term will commence upon appointment - preferably immediately.

**Remuneration**

The Independent Chair receives an annual fee payable quarterly in advance and is also reimbursed for travel and other expenditure to complete their duties.