

POSITION DESCRIPTION

BOARD MEMBER

Prepared: June 2025

Position title:	Board Member	
Reports to:	Board Chair	Location: [No Location Requirement]
Term of Office:	Three years <i>[Board members typically serve a term of three years with the possibility of reappointment for additional terms based on performance and the needs of Harness Racing New Zealand to a maximum of nine years]</i>	

HARNESS RACING NEW ZEALAND OVERVIEW

Harness Racing New Zealand (HRNZ) is the peak agency for the sport of harness racing, providing leadership and administrative support to the sport as defined in the Racing Industry Act 2020. HRNZ is an incorporated society and its statutory objective as set out in section 14 of the Act is “to develop and promote racing conducted by the Code”.

HRNZ has its head office in Christchurch, bordering Addington Raceway, in the heart of harness racing in Canterbury.

HRNZ’s role is to collaborate closely with member clubs, kindred bodies, national forum, and regional programme committees, our key wagering partner Entain, Racing New Zealand and TAB NZ. Our focus is to set a platform for strengthening the business performance and racing opportunities for the sport and code and to provide the long-term strategic leadership and direction for the sport.

The HRNZ Board is to be comprised of seven members who have the responsibility for governing HRNZ in accordance with the Racing Industry Act 2020 and its 2025 Amendment, the Incorporated Societies Act 2022, HRNZ’s Constitution, and the New Zealand Rules of Harness Racing.

The Board’s key functions include establishing broad policies and strategic objectives, selecting and supporting the Chief Executive, ensuring financial resources for clubs through code funding policies, approving annual budgets and business plans, and being accountable to industry stakeholders for HRNZ’s performance. Board members will act honestly, in good faith and in the best interests of the organisation and, in so doing, support the organisation in fulfilling its purpose while upholding its values.

Additionally, the Board is empowered to enact regulations and issue directions consistent with the Rules.

POSITION OBJECTIVE

As a member of the Board of HRNZ, you will play a critical role in guiding the strategic direction, governance, and overall success of the organisation. Board members are expected to act in the best interests of HRNZ, its stakeholders, and the harness racing industry as a whole. This position requires a commitment to upholding the values and ethics, mission, and vision of HRNZ while adhering to legal and regulatory requirements.



KEY RESPONSIBILITIES AND EXPECTED DELIVERABLES

KEY RESPONSIBILITIES	EXPECTED RESULTS
Governance and Leadership	• Provide strategic guidance and leadership to ensure HRNZ operates effectively and ethically. • Participate in Board meetings, discussions, and decision-making processes with integrity and transparency. • Support the CEO to build an engaged and high performing culture within Harness Racing New Zealand. • Work across the wider harness racing community to build and drive an engaged culture that reflects Harness Racing New Zealand values and behaviours. • A demonstrated track record in governance, understanding principles, legal obligations, roles and responsibilities, Board dynamics and decision-making processes. • Familiarity with governance and risk frameworks and best practices. • Boardroom experience overseeing a separate management team.
Strategic Planning	• Lead the development and review of HRNZ's strategic goals, objectives, and establish relevant policies to support HRNZ strategic intent. • Monitor progress towards achieving strategic objectives and make recommendations for adjustments as needed. • Manage the CEO and management to ensure delivery of the strategic objectives as established by the Board.
Financial Oversight	• Review and approve HRNZ's annual budget, financial statements, and investment strategies. • Ensure sound financial management practices are in place to safeguard HRNZ's assets and resources. • Ensure organisational compliance with all financial reporting standards and legislative requirements.
Risk Management	• Identify potential risks and opportunities facing HRNZ and work collaboratively with fellow Board members and management to mitigate risks and capitalise on opportunities.
Stakeholder Engagement	• Act as an ambassador for HRNZ and foster positive relationships with key stakeholders including industry participants, Minister for Racing, Entain, TAB NZ, Racing NZ, government agencies, sponsors, and the broader community.
Compliance and Legal Obligations	• Ensure HRNZ operates in compliance with relevant laws, regulations, and industry standards as prescribed under the Racing Industry Act 2020. • Stay informed about changes in legislation or governance practices that may impact HRNZ's operations.
Performance Evaluation	• Participate in the evaluation of HRNZ's performance, including the performance of the Chief Executive Officer and the Board itself. • Provide constructive feedback and support continuous improvement efforts.



RELATIONSHIPS

Internal:

- Chair
- Fellow Board members
- CEO & Executive Leadership Team

External:

- Racing New Zealand
- TAB NZ
- Entain
- Industry Association Representatives
- Racing Integrity Board
- Government Agencies
- Clubs and Racetracks
- Sponsors and Partners
- Community Organisations

PERSON SPECIFICATION

Qualifications and Experience

- Demonstrated experience in governance, leadership, and decision-making at a senior level, preferably within a similar industry or organisation.
- A majority of the Board will have a sound understanding of the harness racing industry, including its challenges, opportunities, and regulatory framework.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders and build consensus.
- Strategic thinking and analytical skills to assess complex issues and make informed decisions.
- High ethical standards and a commitment to integrity, transparency, and accountability.
- Availability to dedicate the necessary time and effort to fulfil Board duties effectively.

COMMITMENT REQUIRED

Under the Constitution, the Board is required to meet once every two months. The current Board typically convenes 8 - 10 times per year, for approximately 6 hours, predominantly in Christchurch, although meetings can from time to time be held elsewhere. Board members can attend some meetings via video link if they are unable to attend in person. There are also occasions where the Board is required to convene for shorter out of cycle meetings, usually undertaken via video link.

HRNZ has established sub-committees, such as Audit, Risk & Finance and Rules & Regulations. It is desirable for Board members to contribute to a sub-committee in an area of their expertise or interest. Although the frequency of sub-committee meetings varies depending on its nature, sub-committees generally meet 2 – 4 times per year for approximately 2 hours. Sub-committee meetings are ideally scheduled to coincide with Board meetings.



HARNESS RACING NEW ZEALAND

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