



SAFE

Board Recruitment Kit

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WELCOME

Dear Prospective SAFE Board Member,

Thank you for your interest in becoming a Board Member on the Governance Board of SAFE.

This kit has been designed to assist you in providing an overview of SAFE. This kit will inform you about the role and responsibilities and process required to become a board member.

Please read the information provided. If you have any further questions please contact Melanie Vivian, at secretary@safe.org.nz.

The role of a Board Member genuinely makes a difference in the growth and success of SAFE as an organisation and in the lives of both animals and people.

If you would like to apply for a position on our Board please complete an application form.

Yours Sincerely

Mark Rocket
Board Chair

INTRODUCTION

SAFE is one of New Zealand's leading national animal advocacy organisations, campaigning for the rights and welfare of all animals in New Zealand. SAFE is a non-profit incorporated society and obtained charitable status in 2008. The organisation receives support from members, supporters and volunteers and employs a team of dedicated staff.

SAFE's vision and purpose statement

Vision: A New Zealand where animals are no longer exploited, abused or made to suffer.

Purpose: To work towards a society in which all animals are understood and respected, through educating and advocating to:

- Change attitudes
- Create awareness
- Foster compassion
- Challenge cruel and exploitative practices.

History

In 1932, an anti-vivisection organisation, The Auckland Branch of the British Union for the Abolition of Vivisection, was formed in Auckland. The focus of the group broadened over time to incorporate other practices. In 1978, a name change was made and Save Animals from Experiments was launched. Public awareness campaigns and political lobbying were the main means used to expose and challenge the use of animals in cruel and unnecessary experiments. In 1987, with further acknowledgement of cross-industry animal abuse, the group expanded its outlook and a second and final name change was made to Save Animals from Exploitation, SAFE. From this acronym the organisation is now SAFE, for animals.

Goals and activities

According to the *Rules of SAFE*, SAFE is established to prevent the suffering, abuse and exploitation of animals by:

- Raising public awareness of the suffering, abuse and exploitation of animals; and
- Promoting education on human-animal relations.

SAFE undertakes high-profile campaigns, lobbies for improved legislation, organises demonstrations, conferences and meetings, runs public stalls and displays, and undertakes research to foster a more informed understanding of the state of human-animal relations in contemporary New Zealand. SAFE works to ensure government, the scientific community and the entertainment, meat, dairy and other industries are held accountable for their unethical treatment of animals. Extensive use of media such as television, current affairs programmes, documentaries and radio enables SAFE to effectively highlight specific campaigns.

Education

Education is a central aspect of SAFE's work and includes: school visits, stalls, displays and public meetings as well as information published on websites and social media, and in high quality promotional literature and articles in national publications. SAFE provides support and guidance to SAFE members and the general public who are sympathetic to animal welfare, thereby encouraging them to adopt and helping them maintain a cruelty-free lifestyle based on respect and compassion for animals and the environment.

Animals & Us is SAFE's leading education initiative, which provides resources on animal issues for teachers and students in New Zealand secondary schools. *Animals & Us* resources are designed to advance knowledge, encourage critical thinking and develop values of empathy, respect and compassion. The *Animals & Us* series, which has already drawn international acclaim, contains five issues so far:

- Battery Hen Farming in New Zealand: A Critical Evaluation.
- Animal Rights, Human Values, Social Action.
- Animals on Show.
- Animals in Science - Ethical Arguments and Alternatives to Animal experiments.
- Animals in Factory Farms

You can find out more about SAFE at - <http://www.safe.org.nz>

OBJECTIVES

Excerpt from the SAFE INCORPORATED Rules, August 2014

OBJECTIVES

2. The Society is established to prevent the suffering, abuse and exploitation of animals by:
 - a) Raising public awareness of the suffering, abuse and exploitation of animals; and
 - b) Promoting education on human-animal relations.

OUR BOARD

SAFE's Board consists of up to nine current, financial members of SAFE. The individual roles within the Board are: Chair, Secretary and Treasurer and no more than six other Board members.

Membership of the SAFE Board is voluntary. Terms of office are specified in the Rules of the organisation. Currently, the Board meets in person twice a year and with teleconference/Skype facilities meetings each six weeks.

The current SAFE Board has 6 Board Members, details of whom can be found on the SAFE website.

Board Member Position Description

The Role

Collectively the Board plays a critical role in governing SAFE. They are responsible for the health of the organisation and ensuring diligent oversight of both business performance and compliance.

The overarching role of the Board is to ensure the security and longevity of the organisation. The Board achieves this in a number of ways from ensuring SAFE's policies are maintained and that the future direction of the organisation is compatible with its aims, to supporting and assisting the CEO and providing a platform for all SAFE members to contribute effectively to the achievement of the organisation's goals.

The role of the Board is integral in ensuring SAFE functions effectively, therefore Board members must possess the skills, attributes and values that will assist SAFE in attaining its goals. A Board member will possess a compassionate attitude for all life, a personal commitment to improving the well-being of all animals, and an understanding and belief in a vegetarian/vegan lifestyle. Board members must show a demonstrated commitment to the goals and objectives of SAFE including being a vegetarian or vegan. Board members must not have a clear and demonstrable conflict with the goals and policies of the Society. Any previous conflict must not have existed within the previous 12 months of being appointed.

SAFE strives to attract Board members with experience and skills that will add value to the Board and to the organisation as a whole. Currently we are looking for Board members with professional experience in Legal, Fundraising, Change management and Marketing & Communications. Board members must be good communicators and able to express their views – and challenge the views of others where necessary – in a constructive and respectful way.

Appointment periods are specified in the SAFE Rules.

You will be required to attend a minimum of 80% of the monthly Board meetings annually, and attend or work on Board sub-committee meeting work as appointed.

Duties & Responsibilities

Good governance requires that the Board exercise leadership by being clear about its role, responsibilities, relationships and governance processes.

- The Board is accountable for exercising the authority given to it through its Constitution and the law of the land. Its role is one of governance.
- In this governance role the Board:
 - Holds staff accountable for the management of all delegated responsibilities.
 - Ensures policy appropriately reflects the organisational aspirations
 - Offers leadership in strategy achievement
 - Ensures the Board is accountable to the membership

- Is responsible for ensuring regular Board development and discipline around its own performance and processes.
- Sets the Board's work plan and agenda for the year.
- Establishes the extent of its authority in establishing programs, budgets, administering finances and otherwise managing the organisation according to sound practice.
- Exercises due diligence, fiduciary and risk management responsibility and ensures that these risks are identified and managed.
- Improve performance through strategy formulation and policymaking.
- Monitors the organisations performance.

General Requirements

- A commitment to work for the greater good of SAFE.
- Knowledge, expertise and influence relevant to SAFE affairs and alignment with the delivery of the strategic plan.
- There is an expectation that Board members will make every effort to attend all Board meetings and devote sufficient time to become familiar with SAFE affairs and the wider environment within which it operates.
- A belief in and commitment to the values and mission of SAFE
- Being a member of SAFE
- Making time available for Board and related activities.

Board Member & Sub-Committee recruitment, appointment and development

- The board will conduct a regular review of its members in order to identify the skills the Board requires in new members to enable it to govern well
- All board members are responsible for identifying prospective board members; recommending them for consideration to the CEO or Chair (or any committee established by the Board to coordinate Board nominations)
- From time to time the Board may approve when a prospective board member should be considered and recruited, in light of Board composition and skills needed
- It is the responsibility of the Board to ensure there is an orientation programme for new board members
- Sub Committees will be developed and approved by the Board and members can volunteer to be appointed to the committees by the Board.

Remuneration

The position is an honorary role.

How to become a Board Member

Complete our application form, available from the Board Secretary, Melanie Vivian. Applications will be assessed by a Board delegation.

If your application meets the selection criteria the Board will invite you to an interview to discuss your application further.

Following this selection process a successful candidate will be invited to join the Board of SAFE as a co-opted Board member. Until the next AGM, when co-opted Board members are expected to stand for election.