

Policy Title: Board Remuneration and Reimbursement Policy

Classification: Governance

Monitored by: Board President

Approved by: Board resolution

Effective from: September 2021

Review Date: August 2023

Objective: To clearly outline the situations and conditions under which Board Members will receive remuneration and reimbursement for expenses incurred.

Commitment: HCK is committed to a clear and transparent process for remunerating and reimbursing Board Members.

Related Documents:

- Hutt City Kindergarten Association Constitution
- Board Members Remuneration Table (attached)
- Board Member Induction Booklet

Policy Details:

Section 1: Remuneration of Board Members

1. Board Members (including co-opted members, but excluding Employee Representatives) will receive a financial remuneration for meeting attendance. The payment will be subject to PAYE.
2. The Board President will receive an annual honorarium. This honorarium will not be subject to PAYE.
3. Employee Representatives will receive time in lieu for meeting attendance.
4. The General Manager Operations will authorise the remuneration payments through the payroll system into the Board Member's nominated bank account.
5. The General Manager Operations will authorise time in lieu remuneration through the payroll system.
6. The Board Members Remuneration Table provides further detail and clarification.
7. Remuneration of Board Members does not create a relationship of employment between the Association and any Board Member.

Section 2: Reimbursement of expenses

1. Board Members (including co-opted members and Employee Representatives) may submit receipts for actual and reasonable expenses arising from Board activities to the General Manager Operations for reimbursement into their nominated bank account.
2. Any individual item of expenditure in excess of \$100.00 requires written prior approval by the Board President (or the Vice President if the expenditure will be made by the President).
3. Travel/accommodation bookings for events outside of Wellington will be arranged and paid for by HCK representatives, unless otherwise agreed with the General Manager Operations.
4. Board Members are not entitled to claim reimbursement for travel costs in relation to meetings/events within the Hutt Valley region.

Review:

This policy will be reviewed biennially and approved by resolution at a Board meeting.

Board Members Remuneration Table

Remuneration type	Remuneration amount and conditions
<p>Honorarium for the voluntary services of the Board President.</p> <p>Recognises additional responsibilities such as:</p> <ul style="list-style-type: none"> • First point of contact between the Board and the Executive Leadership Team (ELT) • Monthly meetings with the ELT as the Employer's Delegate • Preparation of monthly board meeting agendas and chairing the meetings • Attendance and presenting at HCK events as required. 	<p>\$1,000 paid in two instalments of \$500, in April and October. The timing of the payments is fixed.</p> <p>Remuneration is payable in arrears.</p> <p>The President must have attended a minimum of four meetings before being entitled to the first six monthly payment, when next payable.</p>
<p>HCK scheduled Board meetings</p> <p>These include:</p> <ul style="list-style-type: none"> • Monthly Board meetings • Annual General Meeting (AGM) <p>Members must attend the scheduled meeting to receive remuneration.</p>	<p>Board President: \$75.00 per meeting, up to twelve per calendar year.</p> <p>Board members: \$55.00 per meeting, up to twelve per calendar year.</p> <p>Board members – Employee Representatives: Time in lieu per meeting, up to twelve per calendar year.</p>
<p>HCK additional Board meetings:</p> <p>These include:</p> <ul style="list-style-type: none"> • Special Board meetings • Sub-Committee Board meetings 	<p>To be eligible for remuneration, the additional Board meeting must:</p> <ul style="list-style-type: none"> • Exceed two hours in duration • Have written minutes. <p>Board members (including President): \$55.00 per meeting, up to five per year.</p> <p>Board members – Employee Representatives: Time in lieu per meeting, up to five per year.</p>
<p>Attendance at HCK activities where attendance is specifically requested as a Board Representative.</p>	<p>No remuneration.</p>
<p>Attendance at the New Zealand Kindergartens Annual General Meeting.</p>	<p>No remuneration.</p>
<p>Attendance at New Zealand Kindergartens workshops, conferences and working groups.</p> <p>Members must attend the event to receive remuneration.</p>	<p>Board members (including President): \$55.00 per event, where the duration is less than four hours. \$13.75 per hour for every additional hour, up to a maximum of eight hours per day.</p> <p>Board members – Employee Representatives: Time in lieu up to a maximum of eight hours per day.</p>
<p>Board members representing the Board on other occasions, where the Board authorises remunerated attendance.</p>	<p>As agreed by the Board and recorded in meeting minutes.</p>