

**NEW  
ZEALAND  
SCHOOL  
OF  
DANCE**

Kia kōrero te katoa  
o te tinana

**New Zealand School of Dance  
Trustee Recruitment Pack  
April 2024**

## Welcome

Thank you for your interest in the New Zealand School of Dance and becoming a trustee.

This pack contains an overview of the organisation, the role, and information on how you can apply.

The New Zealand of Dance is a charitable trust established to support the education and training of dancers and choreographers. It is the Official School for the Royal New Zealand Ballet (RNZB), with classical students engaging with RNZB tutors and gaining experience supporting RNZB programmes as part of their study. The School also supports contemporary dance students. The School offers two qualifications: a two-year Diploma (at level 6) and a further one-year Diploma (at Level 7) for both classical and contemporary students.

The School is governed by a Board of up to 11, including three *ex officio* members (the Director of the School, a Staff representative and a Student representative). The Board sets the strategic direction for the School, and provides support to the Director and staff.

The School has about 90 students per year, comprising classical and contemporary streams, and brings together students from across New Zealand. International students also attend the School. The School supports students with accommodation in Wellington, including homestays for those who are under 18.

The main source of funding for the School is from the Ministry of Education through the Tertiary Education Commission, supported by fee paying domestic and international students and donations.

This is a fantastic opportunity to help support young people become the best they can be and develop the skills and attributes to be professional artists in their chosen field.

## Our Purpose and Mission

### Our Vision

*Shaping the next generation of dancers into industry leaders*

### Our Mission

#### Passion

*Producing high-calibre dancers who define the progressive future of New Zealand's arts sector.*

#### Best In The World

*Guiding aspiring dancers along a transformational and supportive pathway leading to a successful career around dance.*

### The Opportunity

The New Zealand School of Dance is a registered charitable trust governed by a Board of Trustees. We want to ensure the Board has the appropriate mix of skills and diversity to ensure the School is able to deliver quality education and training to its students and contribute to the arts sector in New Zealand

This is an opportunity to become a contributing participant in the governance of the School.

## The Board of Trustees

The Board of Trustees is the decision-making body in the organisation responsible for its governance and strategic direction. This includes responsibility for its financial well-being. It is also responsible for developing the strategic plan for the organisation.

### Who Are We Looking For?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to providing support to young people aspiring to be professional dancers.

Right now, our Board of Trustees does not fully reflect the diversity of New Zealand's communities and we are looking for a person or persons to fill vacant positions on the Board that can better represent the communities being served, as well as offer certain skills and experience.

### Commitment Required

#### Attendance:

The key requirement is being willing and able to attend and contribute to the meetings of the Board. We meet face-to-face, for a half day, four times a year, usually in Wellington. Board members will also need to be available from time to time to approve decisions via email. Each meeting will require some reading and preparation work beforehand. Applicants should ensure they are able to commit approximately one day a month to the role.

Board members may also sit on one of the board sub-committees. The Board has two subcommittees: Audit and Finance and a Professional Advisory Panel (representing the voice of industry). In addition, an NZSD Board member is also appointed to the Te Whaea Services Board, overseeing the premises management of the site.

### Term of Office:

Trustees are appointed for a three-year term from the date of appointment and may serve up to 3 consecutive terms (9 years in total).

### Honorarium:

No honorarium is paid, but all travel expenses will be reimbursed.

### How to Apply?

To apply, please send a CV and a cover letter to [dance@nzschooldance.ac.nz](mailto:dance@nzschooldance.ac.nz)

Interviews to consider suitability will take place following a review of applications.

For an informal conversation about the role and/or organisation, please contact Peter Mersi (Board Chair) through the above email address.

## Trustee Position Description

### Roles and Responsibilities of Trustees

The Board is responsible for providing good governance to the New Zealand School of Dance (NZSD) including by:

- establishing a strategic plan
- monitoring and reviewing the performance of NZSD against the strategic plan
- receiving, reviewing and approving a financial budget
- monitoring the performance of the School against the financial budget
- approving annual financial statements
- addressing the ongoing viability and sustainability of the School
- monitoring regulatory compliance
- establishing, reviewing, and monitoring policies for good governance
- appointing, monitoring and reviewing the Director and setting their performance goals
- adopting and communicating a continual best practice performance culture and supporting NZSD
- undertaking any other matters covered by policies set by the Board.

### Expectations

Trustees should be:

- inspired by and committed to the charitable purposes and vision for the School
- constructive about other trustees' opinions in discussions and in response to staff members and student representatives contributions at meetings
- able to act reasonably and responsibly
- understand the importance and purpose of board and committee meetings and be committed to preparing for them adequately and attending them regularly
- able to analyse information and when necessary, challenge constructively
- able to make collective decisions and stand by them

- able to respond to boundaries between management and governance functions
- excellent role models who promote the highest standards of integrity
- firm supporters of equality of opportunity and committed to promoting diversity