



Electrical Workers Registration Board

SAFETY | COMPETENCY | COMPLIANCE

Member Appointments as Board Delegates Policy

EWRB Reference Number	B-PO-17 Member Appointments as Board Delegates (revised March 2026)
Document Category: Board/Legislative/Operational	Board
Document Type: Rule/Policy/Procedure/Reference	Policy
Responsible: Board/Registrar	Registrar
Publication Status: Public/Private	Public
Board Approval Date	March 2026
Gazette Notice Date (or N/A if not applicable)	N/A
Next Review Date	2028

Signed on this 29th Day of July 2026.

R Keys

Presiding Member

1. Purpose

- 1.1 The purposes of this policy are to:
 - (a) ensure transparency in Board Member appointments to other organisations;
 - (b) clarify the Member's obligation to act in the best interests of the Board;
 - (c) provide for the claiming of fees and expenses; and
 - (d) establish requirements for reporting.

2. Member Appointments

- 2.1 Members may, from time to time, be nominated by the Board to represent the Board on industry or other committees or bodies. Nominations are to be recorded in the Board's Minutes.
- 2.2 Any Member who is asked to attend or take membership of another organisation in their capacity as a member of the Board must refer the request to the Board. In general the Board will support any request which meets the functions of the Board or the goals of the Board's strategic initiatives.
- 2.3 Full disclosure of the terms and conditions of the appointment including the fees to be paid (if any) must be made to the Board prior to the Member being appointed as a delegate.

3. Member Fees and Expenses

- 3.1 A Board member may retain any fees paid for attendances as a Board Delegate and, in the event there is no fee or it is less than the normally daily rate paid to the Board Delegate, they may claim the difference between what is paid and the Board Member daily rate.
- 3.2 Preparation and/or travel time may be claimed by the Delegate Member in accordance with Board policies but must be approved by the Board. Any claim for preparation time should take into consideration the fee (if any) paid by the other organisation.
- 3.3 Where the expenses of the Member Delegate are not met by the other organisation they may claim the expenses in accordance with the Board's policies.
- 3.4 Any requirement for travel outside New Zealand as a Member Delegate must be approved in advance by the Board.

4. Member Obligations

- 4.1 Member Delegates must, at all times, act in the best interests of the Board. The appointment is as a Board Member and not in their personal capacity.
- 4.2 The member Delegate should, where practicable, prior to attending as a Delegate, table any agenda's and seek the Board's views and instructions and act in accordance with them. Where it is not practicable to seek the Board's view or instructions in advance the Member Delegate should, as a minimum, consult with the Presiding Member and the Registrar.

5. Voting

- 5.1 Where possible the Delegate Member should, prior to voting on any matter at the other organisation, refer it back to the Board for instructions and is to vote in accordance with those instructions. Where it is not possible to obtain instructions in advance the Delegate Member should vote in accordance with the Board's rules, policies, strategies and/or the Board's expressed view or instructions to the Delegate Member.

6. Reporting

- 6.1 All papers and documents obtained as a Member Delegate must be tabled at the Board meeting following the Delegates meeting unless it would breach confidentiality requirements imposed on the Delegate Member.
- 6.2 Members will report back to the Board following any attendance on the business conducted at the meeting including details of all resolutions moved.