



Electrical Workers Registration Board

SAFETY | COMPETENCY | COMPLIANCE

Future Board Member Programme

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Signed on this 14th day of July 2026.

R Keys

Presiding Member

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1.0 Purpose and Objectives

- 1.1 This policy establishes a formal framework for the identification, development, and assessment of potential Future Board Members ('FBMs'). The primary objective is to cultivate a pipeline of high-calibre candidates equipped with the necessary skills, knowledge, and experience to contribute effectively to the organisation's governance in the future. The secondary objective is to expose interested individuals to the Electrical Workers Registration Board's ('the Board') usual functions and operations, giving them insight into how the Board works in practice. Subject to Board capacity within its work plan, a maximum of two individuals may be approved concurrently to participate in the Future Board Members Programme ('the Programme') for a period of up to 12 months
- 1.2 Nothing in this policy creates an employment relationship between the Board and the FBM. The FBM is a non-voting observer and does not become a deemed director of the Board. The Programme is a learning and development opportunity.
- 1.3 The Programme aims to:
 - Ensure Board succession is aligned with the organisation's long-term strategic goals.
 - Identify and develop individuals with the potential for future Board responsibilities.
 - Enhance board diversity by broadening the pool of potential candidates.
 - Provide participants with structured governance training and practical boardroom experience.

2.0 Scope

- 2.1 This policy applies to the selection, development, management and role of individuals participating in the Programme.
- 2.2 The FBM joins the Programme to obtain work experience. The FBM is neither an employee or a contractor to the Board and does not perform any of the functions or work of the Board. The FBM is not required to attend the monthly meetings but recognises that the best way to gain experience is to attend meetings, whether remotely or in-person.

3.0 Programme Governance

- 3.1 The Board is responsible for the overall administration of the Programme. This includes:
 - Overseeing the selection process and approving final candidates.
 - Reviewing the progress of FBMs.
 - Ensuring the Programme's objectives are met.

4.0 Selection of Future Board Members

- 4.1 **Needs Analysis** - The Board will annually review the Board's current composition to identify potential future skill gaps. This analysis will inform the selection priorities for the Programme. Expressions of interest for the role of FBM should be sent to the Board and should include a current CV and cover letter outlining why the applicant is seeking the role.

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The Programme is open to all electrical workers and lay people, and expressions of interest may be submitted at any time.

- 4.2 **Selection Criteria** - The selection process must be consistent, fair, and transparent. Candidates will be assessed against a range of criteria designed to identify the person best suited for future governance roles. The appointment process will be impartial and based on merit.

Key criteria include:

Criteria	Description
Knowledge and Experience	Demonstrated knowledge or experience in areas relevant to the Boards' work.
Strategic Acumen	The ability to think strategically and contribute to the long-term direction of the organisation.
Leadership Potential	Proven leadership skills and the potential to contribute effectively within a board environment.
Personal Attributes	High standards of integrity, strong communication skills, an ability to work collaboratively, and a commitment to the organisation's values.
Commitment to Diversity	The selection process will actively consider the desirability of promoting diversity in the future membership of the board.

5.0 Programme Structure and Content

- 5.1 The FBM will be allocated a sponsor who is an existing member of the Board. During the term as an FBM, the FBM is required to comply with all legislative requirements imposed on the Board as well as all Board rules, policies, and procedures to the extent applicable to the role, as well as other such requirements or policies as the Board may, from time to time, specify. The FBM will be provided with access to information to allow the FBM to fulfil these obligations. At the conclusion of the 12-month programme, the FBM is expected to write an article outlining their experience and reflections on their time with the board. The FBM will also agree to comply with any reasonable directions of the Board or the Presiding Member concerning the role.
- 5.2 The FBM has a continuing obligation throughout the term of the role to disclose all relationships, and private or other business interests, they have that may lead to a conflict of interest with regard to the Board's work.
- 5.3 The FBM is to consult with the Presiding Member before accepting any Board Memberships of companies, or taking any other action relevant to the position as an FBM.
- 5.4 Should any material circumstance change, the FBM is required to disclose it to the Board. The FBM agrees to notify the Presiding Member within two business days of that change.

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- 5.5 The FBM is expected to educate themselves on an ongoing basis to ensure that they are appropriately and effectively able to perform the role.
- 5.6 The Programme will consist of the following core components:

Component	Activities
Board Meeting Attendance and preparation for Board Meetings.	Attendance at up to 11 board meetings online or in person as observers. They may be invited to contribute to discussions at the Presiding Member's discretion but will have no voting rights.
Formal Governance Training	The FBM is required to complete governance training including a one-day induction to the Board. The FBM is required to be familiar with the applicable legislation and policies of the Board.

6.0 Performance and Evaluation

- 6.1 The FBM is expected to review Board papers and be fully prepared for each Board meeting. The performance of the FBM will be monitored and reviewed to ensure they are developing the required competencies.
- 6.2 **Regular Feedback** - Sponsors will engage with their assigned FBM to provide ongoing feedback and coaching as required.

7.0 Confidentiality, Conduct and Remuneration

- 7.1 Subject to the Board's discretion, the FBM will be provided with all documents, notices and any other information (that a Board Member receives) in relation to Board meetings.
- 7.2 The FBM will be sent all such notices and documents at the same time that they are sent to Board Members, unless the Presiding Member or Board determines otherwise.
- 7.3 FBMs are subject to the same duties of confidentiality and conduct as full Board Members. They must sign a confidentiality agreement and declare any potential conflicts of interest before commencing the Programme.
- 7.4 In accordance with s153(5) of the Electricity Act 1992, the FBM is determined to be a person that has a special and proper interest in the matters to be heard and may therefore remain present during private Board only time.
- 7.5 FBMs will not be paid but are entitled to reimbursement of out of pocket travelling, meal, accommodation and other expenses actually and reasonably incurred. The expectation is that standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect public sector norms. The Case Officer will arrange accommodation for the FBM where required, and the FBM is not required to pay for this. FBMs should retain and produce invoices or receipts for any expenses or costs incurred.
- 7.6 The FBM will receive information which would not otherwise be available (Confidential Information). The FBM must apply the highest standards of confidentiality to the Confidential

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Information and not disclose any Confidential Information to any person (whether during the course of the appointment or at any time before or after) except as required by law.

- 7.7 When a person ceases to be an FBM, they will immediately return to the Board or delete all property, materials and documents of, or provided to the FBM by, the Board.

8.0 Use of Information

- 8.1 The FBM must not use any information which may come to their knowledge in the role otherwise than in the performance of the role as an FBM.

9.0 Privacy

- 9.1 Any personal information the FBM has provided to the Board as a result of selection as an FBM may be used or disclosed by the Board to comply with any law or for corporate governance purposes. The provisions of the Privacy Act 2020 will apply to the FBM's personal information. In the first instance required personal information will be obtained directly from the FBM. If information about the FBM is to be collected from a third party, the FBM will be advised of this.

10. Future Appointment to the Board

- 10.1 The FBM role is intended to build skills and capabilities for the future. To ensure fairness and prevent conflict the FBM will not be eligible for permanent board appointment for at least 12 months following the completion of the Future Board Member Programme. The completion of the Future Board Member Programme does not guarantee a future appointment to the Board. All appointments are at the discretion of the responsible Minister.

11.0 Termination

- 11.1 The role of Future Board Member may be terminated for any reason by either party at any time. No notice is required to be given.