

# Takahanga Sport & Recreation Hub

## Board Application Pack

Applications Close : Mon 18 May 2026, 5.00pm

### What are Sport and Recreation Hubs (SRHubs)?

Throughout New Zealand we have around 15,000 sports clubs. Many are now forming hubs to:

- work in a more collaborative way;
- deliver a wide range of sport and recreation services;
- help make local decision about parks and infrastructure, programmes, and community services.

#### Refer :

<https://sportnz.org.nz/resources/hubs-and-sportvilles-introduction-and-contacts/>,and  
<https://sportnz.org.nz/resources/the-hub-guide/> for more information.

### Who are we – Ko Wai Mātou?

Takahanga Sport & Recreation Incorporated is a new breed of organisation developed to encourage and support all forms of community-based sport and recreation across the Kaikōura District. It works for, and or through, the clubs, their members, schools, the community.

#### Our vision:

#### ***Takahanga Sport & Recreation Incorporated***

*Promoting sport and recreation for the Kaikōura Community*

We will partner strategically, operate business and social enterprise activity, create multi-purpose spaces based on Takahanga Domain, be collaborative and inclusive, and where able, do things that reflect our communities of interest – all whilst supporting and complimenting existing sporting organisation delivery.

## Are you right for the Board?

We are looking for sport and recreation minded people to serve in various roles on the Hub Board. We want people who can:

- think strategically;
- enjoy working with others;
- dedicated time and knowledge to this worthwhile community endeavour;
- stay involved for a reasonable period of time (at least one term of office);
- help build an inclusive culture around increasing people's access to sport and recreation in all forms here in Kaikōura

<b>Date Prepared:</b>	April 2026
<b>Works with:</b>	Fellow Board Members, staff (if any), club members, partners
<b>Role Title:</b>	Board Member (General)  Board Chair, Secretary and Treasurer roles are selected by the Board
<b>Reports to:</b>	The membership of Takahanga Sport & Recreation Incorporated

### Position Summary

**To provide strategic direction and governance to Takahanga Sport & Recreation Incorporated and support the objects of the organisation as listed within the Constitution.**

### Key Responsibilities – Board Member

(Note, additional responsibilities exist for chair, secretary, and treasurer roles)

Tasks	KPIs
<b>Assist with the strategic planning and take a lead in nominated areas within the plan as agreed</b>	
<ul style="list-style-type: none"> <li>- Involvement with the consultation with all members and partners</li> <li>- Create and provide governance of the Strategic Plan</li> <li>- Create annual plans</li> <li>- Create annual plan, execute, and review it</li> </ul>	<ul style="list-style-type: none"> <li>- Three-year strategic plan created and executed</li> <li>- Vision, objects and values are set</li> <li>- Annual plan created and executed</li> </ul>

<b>Active involvement on the Board</b>	
<ul style="list-style-type: none"> <li>- Add items to meeting agendas</li> <li>- Regularly attend monthly board meetings and important related meetings</li> <li>- Make serious commitment to participate actively in Board work</li> <li>- Lead board discussion in areas of expertise</li> </ul>	<ul style="list-style-type: none"> <li>- At least six - ten meetings are attended each year</li> <li>- Annual General Meeting is attended</li> <li>- Assignments are accepted and completed on time</li> <li>- Active participation in meetings occurs</li> </ul>
<b>Maintain positive working relationships within the Takahanga Sport &amp; Recreation Inc.</b>	
<ul style="list-style-type: none"> <li>- Communicate regularly with staff, members and partners as required</li> <li>- Meet with relevant operational volunteers as required</li> <li>- Actively participate in the appointment of employees and volunteers</li> <li>- Stay informed about Board matters</li> </ul>	<ul style="list-style-type: none"> <li>- Annual General Meeting is attended</li> <li>- Biannual meetings are held with employees and volunteers of the hub</li> <li>- Interviews for employees and volunteers when necessary</li> </ul>
<b>Alignment with policies of Sport NZ, or any other body connected to the business of the hub</b>	
<ul style="list-style-type: none"> <li>- Development of regulations</li> <li>- Review regulations annually</li> </ul>	<ul style="list-style-type: none"> <li>- Regulations are developed which align with Hub and Stakeholders growth and changes</li> </ul>
<b>Govern and manage employees and volunteers</b>	
<ul style="list-style-type: none"> <li>- Conduct biannual reviews with employees</li> <li>- Actively participate in the recruitment, support, development, retention, and recognition of volunteers</li> <li>- Stay informed about the operations of the hub and the employees and volunteer performing the various roles</li> <li>- Attend to the monthly report from the hub Manager</li> </ul>	<ul style="list-style-type: none"> <li>- Biannual reviews are held with employees</li> <li>- Volunteers are retained</li> <li>- New volunteers accept roles</li> <li>- There is full understanding of the operations of the Hub</li> <li>- The monthly report from the hub Manager is read and responded to</li> </ul>
<b>Monitor compliance and risk</b>	
<ul style="list-style-type: none"> <li>- Develop policies aligned to New Zealand law and Sport New Zealand regulations and policies</li> <li>- Review policies annually to ensure they are current</li> <li>- Review the constitution as and when required</li> </ul>	<ul style="list-style-type: none"> <li>- An active Health and Safety Policy is in practice</li> <li>- Employment contracts are in place</li> <li>- Membership memoranda of understanding (MOU's) are in place</li> <li>- The Vulnerable Children's' Act is adhered to</li> <li>- A fit for purpose constitution is in place</li> <li>- Requirements of the Incorporated Societies Act 2022 and its amendments are met.</li> </ul>
<b>Perform a dispute resolution role</b>	
<ul style="list-style-type: none"> <li>- Conduct dispute resolution duties when required</li> </ul>	<ul style="list-style-type: none"> <li>- All disputes passed through to the Board from the hub Manager are resolved</li> </ul>

**Qualifications, Experience and Competencies (any, or many, of the following)****Qualifications and Experience**

- Understanding of business management in a dynamic and changing environment preferred
- Governance experience or being ready to embark on a role in governance as a next logical step
- Understanding and or involvement in sport and recreation especially at club level
- Previous experience working on a board or committee
- Understanding and experience in strategic planning
- Knowledge and experience of sporting, recreation, community and/or not-for-profit environments
- Relevant networks and contacts
- Specific experience in one or more of recreation programming, customer services, marketing, finance/accounting, management, events, tikanga Māori, inclusivity, community development, sport administration, fundraising/sponsorship, facility management, communications/media.

**Core Competencies**

- Excellent verbal and written communication skills
- Displays the following attributes: a growth mindset / strong analytical skills / excellent work ethic / organized / self-motivated / big picture thinking
- Knowledge of administrative systems
- Confidence to develop positive relationships and build rapport with members, partners, staff and volunteers and the community
- To act in good faith and in the interests of the Hub
- To act in accordance with the Hub's constitution and regulations
- Able to manage workload and establish priorities
- Ability to communicate clearly and in a timely manner

# Application Form (to complete)

## Application Details (submit with your application via email)

Applications for appointment must be marked:

**Takahanga Sport & Recreation Incorporated - Board Member**

<b>Applicant Name</b>	
<b>Email</b>	
<b>Mobile Phone</b>	

Applications should provide a brief CV, along with the completed skills chart below

The Chairperson

Takahanga Sport & Recreation  
[chairperson@takahanga.co.nz](mailto:chairperson@takahanga.co.nz)

**Applications close for Appointed Board Members at 5pm on Monday 18<sup>th</sup> May 2026.**

## Board Applicants

Applicants for the Takahanga Sport & Recreation Hub Board are required to attend the AGM at 5:30 pm on Wednesday, May 20th. The board seeks two members from within its member organisations and may co-opt an additional two individuals onto the team. If more than two candidates from member organisations express interest, an appointment panel will be formed to review the applicants.

## Appointed Board Applicants

Attach CV, Covering Letter / email and skills matrix below

**Please complete and include this table – identifying which skillsets you would bring to the position. Please note, these are skills required across the entire Board – you are NOT required to record high ratings for all items listed.**

Category of skills	Skillsets	Your Rating
		Low = 1, High = 5
General	Inter and intra-personal communication	
	Written and verbal communication	
	Administration systems	
	Judgement and decision making	
Community	Understanding and affinity for the Kaikoura Community	
Management	Planning and strategy	
	People (HR) management	
	Project management	
	Leadership and governance	
	Infrastructure management	
	Sport / recreation facility management	
	Public assembly / hospitality facility management	
	Risk management	
	Policy Development	
	Environment risk management	
	Entrepreneurship	
Event management		

<b>Marketing, promotion and PR</b>	Media (social and mainstream	
	Communications	
	Selling, advertising	
	Public relations	
<b>Financial, funding and accounting</b>	Accounting	
	Financial control	
	Funding and fundraising	
	Sponsorship	
<b>Legal</b>	Contracting law	
	Legal	
	Compliance and risk related law	
<b>Cultural</b>	Tikanga Māori	
	Te Reo Māori	
	European and Māori history	
<b>Environmental</b>	Environmental awareness	
<b>Inclusivity</b>	Working with disability groups	
	Working with diverse groups	

# Our Vision, Objects & Values

## Our Objects (for your information)

1. To be a visible presence in the Kaikōura community, supporting increased recreation participation opportunities at all levels.
2. To support member clubs and schools in their endeavours to provide quality sport experiences for their members and for the wider community.
3. To reinforce Kaikōura's brand and reputation for excellence in sporting performance.
4. To increase opportunities for activities, events and social endeavours to continue to grow a sense of community in Kaikōura.
5. Advocate on behalf of, our clubs and the community for increased activation of sport and recreation spaces and places throughout Kaikōura.
6. To honour and follow the principles of Te Tiriti o Waitangi (The Treaty) by ensuring a strong mana whenua partnership that translates into a culturally relevant emphasis on inclusion, sustainable practice, and care of the environment.
7. To operate, build, develop, manage, lease, retrofit, rent and/or own facilities, infrastructure, and land, in its own right, or on behalf of the Member's, as agreed and where appropriate support clubs and organisations to do the same.
8. Supporting Manaakitanga (making all feel welcome) by ensuring Members and Users (where possible) have an environment that enables access of all persons to sport, education and recreation experiences and inclusion of diverse communities.
9. To work with its key partner Kaikōura District Council as a land manager of Takahanga Domain and Te Runanga O Kaikōura as guardians of the Domain, following the principle of Kaitiakitanga to protect and conserve for the greater good of everyone and into the future.
10. Working with partners and stakeholders including RSO's, and RST's.
11. Seek funding, manage services, invest and carry out business and social enterprise activity, establish subsidiaries, incorporate, or become a shareholder in companies, or become a member of any society, where it supports the Objects.

## Our Values (for your information)

Takahanga Sport & Recreation Inc. Members, Board and Staff take pride in the following values:

- All are welcome
- Embrace our diversity
- Participation is key
- Celebrate success
- Commitment
- Integrity in all that we do
- The Kaikōura Way