

# External Representation for Taupō Airport Authority Committee Role Description

## PURPOSE

Taupō Airport Authority is a council-controlled trading organisation (CCTO).

This is a governance role to provide oversight of the safe, appropriate and efficient air transport needs of the Taupō District and plan for the future development of the Taupō Airport.

The position is for a business representative. Refer to the Terms of Reference for further details on the scope of the committee & Appointment and Remuneration of Directors Policy

## KEY TASKS

1. Regular attendance at scheduled Taupō Airport Authority Committee meetings (six weekly).
2. Participating constructively and effectively in the good governance of the committee as a whole
3. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
4. Having an understanding of the processes set out in the Standing Orders that determine how meetings are run and how decisions are made.
5. Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints that fall under the Committee's delegated areas of responsibility.
6. To develop positive working relationships with fellow members and the airport manager.
7. Ensuring familiarity with agendas and other reports before the meetings of the committee
8. Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.
9. Being familiar with and complying with the statutory requirements of a committee member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987.
10. To abide by and sign the declaration of Council's Code of Conduct which sets out how the external members will work as a team and relate to other members of the group, the community, and staff.