HOSTELLING INTERNATIONAL
YHA NEW ZEALAND

Candidate Handbook

YHA New Zealand Elections 2020

National Board / Honorary Vice-Presidents

To deliver quality budget accommodation and travel experiences which enrich people's understanding of each other, the environment and New Zealand.
YHA New Zealand's Mission Statement

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Introduction

Welcome

This Candidate Handbook is a guide for potential candidates and others interested in election issues and provides general information on YHA's elections for National Board Members and Honorary Vice-Presidents.

It should be used as a guide only, and should not be relied upon as absolute fact. It has been completed on a best endeavours basis.

National Board

YHA New Zealand is governed by a National Board, which comprises six elected senior financial members, and up to two co-opted members. Board members are elected through an election process for a three-year term, are eligible for re-election, and can serve a maximum of nine consecutive years on the Board

The Board's role is to act in the best interests of YHA as a whole in order to deliver on its aims and objects and ensure its long term sustainability.

The Board works hard to maintain a skills-based approach to governance and leadership, given YHA's interesting and challenging mix between the commercial imperatives of its nationwide accommodation offer and its not-for-profit charitable aims and objects.

The Board is committed to good governance and aligns its processes with the Institute of Directors' best practice guides.

It meets at least six times each year, and maintains its link to the day-to-day leadership and management of YHA through a close working relationship with the Chief Executive.

Honorary Vice-Presidents

Honorary Vice-Presidents are elected positions called upon for advice and support. Honorary Vice-Presidents are elected through an election process for a three-year term and are eligible for re-election.

Candidates or other persons requiring more detailed information should contact the Returning Officer, on **0800 666 044**, or refer to YHA's Constitution, which is available on YHA's website: www.yha.co.nz

The Returning Officer

About electionz.com

YHA New Zealand has appointed electionz.com as the elections contractor for the 2020 National Board Members and Honorary Vice-Presidents elections. This means that electionz.com will be handling all matters relating to the election. electionz.com are based in Christchurch and provide public and private sector election services for local government, energy trusts, producer boards, iwi organisations, associations, non-profit organisations, universities, schools etc. throughout New Zealand.

Returning Officer

Warwick Lampp has been appointed Returning Officer on behalf of electionz.com. His role is to conduct the election in accordance with the Constitution of YHA New Zealand, and with accepted standard election management practices.

The Returning Officer has complete and final control over how the election is carried out. He is appointed by National Board and is accountable to the National Chair, but does not take direction from either the Chief Executive or the existing Board.

The Returning Officer is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with integrity, security and fairness for all parties.

Specific duties of the Returning Officer are as follows:

a) The compilation and certification of the electoral roll.

b) Working with YHA to develop and publish all public notices and information relating to the election.

c) Calling for and receiving nominations.

d) Design of voting documents including voting papers, envelopes, candidate profile booklet.

e) Printing and distribution of voter packs.

f) Processing and counting of votes.

g) Declaration of results to the National Chair.

The Returning Officer's decisions in respect to all matters relating to the election are final.

Queries regarding the actions or performance of the Returning Officer for YHA New Zealand should be directed to Mark Wells, Chief Executive by phoning (03) 379 9970 or emailing him via national.secretary@yha.co.nz.

Election Timetable

The elections are being conducted by internet and postal voting.

The important dates for this election are:

Nominations Open	Friday 28 August 2020
Electoral Roll Closes	Friday 2 October 2020
Nominations Close	12 noon Friday 9 October 2020
Electronic voting information sent to all members who have supplied an email address, and voter packs posted to all members without an email address.	Friday 30 October 2020
Voting Closes	12 noon on Friday 20 November 2020
The National Chair communicates the election results to all candidates	Prior to the AGM
Results announced to members	At the AGM on Saturday 28 November 2020
Results posted on the YHA website	Early December 2020

For further information, please phone the Returning Officer – Warwick Lampp, at electionz.com, tollfree on the Election Helpline: 0800 666 044.

Additional copies of this booklet can be downloaded from the YHA website: www.yha.co.nz/about/agm

YHA Background Information

YHA New Zealand is a leading provider of quality budget accommodation delivered through a network of hostels across New Zealand. It is a membership-based incorporated society and a registered charitable organisation, operating in New Zealand since 1932.

YHA's affiliation with Hostelling International (HI) maintains its status as part of the world's first and largest budget accommodation network and ensures members receive reciprocal benefits worldwide. Branch and Member Group structures are also in place for like-minded members to come together for activities, events and to support governance.

YHA's mission is delivered through a balance of YHA directly - managed hostels and its independently owned and managed Franchise and Associate partners.

YHA has a long-standing commitment to the triple bottom line and so gives equal consideration to its social, economic and environmental impact.

YHA's Charitable Aims and Objects

To promote within New Zealand the education, health and well-being of people by providing encouragement and opportunity for the gaining of knowledge and awareness of all nations and especially of young people:

- The culture of the countryside, towns, cities and peoples of New Zealand.
- The environment and the study of the same.
- The culture of other countries and peoples.

In furtherance of this purpose the Association shall provide hostels or similar accommodation, promote educational and recreational activities, facilitate travel, and practice and promote environmental sustainability.

YHA New Zealand's Mission Statement

To deliver quality budget accommodation and travel experiences which enrich people's understanding of each other, the environment and New Zealand.

Organisation Commitments

YHA New Zealand's commitments are:

- Live our values of respect, integrity, passion and excellence.
- Focus on sustainability via the triple bottom line of People, Planet and Profit.
- Recognise and respect the status of Māori in Aotearoa New Zealand.
- Provide a safe and healthy workplace and hostel experience for all.

Values

We share a set of core values that define us as an organisation and the way we work within the organisation, with guests, with stakeholders and our industry partners. These values are:

Integrity	We are honest, fair and open with each other.
	We keep our promises.
	We are loyal to YHA and our team.
Respect	We value how we are all different.
	We treat others as we would like to be treated.
	We encourage open, two-way communication.
Excellence	We always try to do things better and we share what we learn with each other.
	We take personal responsibility for improving the way things are done.
	We want to do it best here at YHA!
Passion	We take pride in doing a great job.
	We stand up for what we believe in.
	We love to go the extra mile in all we do and we celebrate our successes.

Affiliation to Hostelling International

YHA New Zealand is affiliated to Hostelling International (HI) which was founded in 1932 as the International Youth Hostels Federation.

Please refer to www.hihostels.com for more information.

Constitution

The Constitution forms the rules for the governance and operation of YHA. This document is available on YHA's website.

2020 Election Details

National Board

There are four vacancies in the 2020 elections for National Board. The term for each vacancy is three years.

This year National Board is looking for candidates with significant experience and skills in the following:

- Tourism and/or Hospitality sector experience
- Governance experience, ideally in a not-for-profit context
- Familiarity with constitutional and membership engagement and changes processes
- Senior level legal and/or financial experience

Honorary Vice-Presidents

Honorary Vice-Presidents are elected positions called upon for advice and support.

YHA members elect up to **four** Honorary Vice-Presidents who hold office for three years.

With two Honorary Vice-Presidents already in place, there are two vacant positions.

In both elections, where the number of nominations equals or is less than the number of vacancies, then the nominees shall be declared elected unopposed and no election held.

Election Method

Under clause 12.13 of YHA's Constitution the elections to the National Board and for Honorary Vice-Presidents shall be conducted in accordance with the Single Transferable Vote method (STV).

The detailed methodology for voting, counting of votes and the calculation of candidates elected using STV is set down in a YHA National Board regulation, which is available on YHA's website: www.yha.co.nz/about/agm/

Becoming a Board Member

This short summary has been prepared to assist potential National Board candidates understand the responsibilities and expectations of Board Members.

Role and Responsibilities

The Board is responsible for governing YHA. The Board's role is to act in the best interests of YHA in order to deliver on its aims and objects and ensure its long-term sustainability.

Board Members are individually and collectively responsible for YHA's governance and strategic direction. Everything that a Board Member does is on behalf of the Board, and all Board Members are responsible for the decisions of the Board.

The Board has developed its own code of conduct for Board Members and this is based on Hostelling International and Institute of Directors' best practice.

Having regard to its role the Board shall direct and govern the management of the business and affairs of YHA and is responsible for:

a) Ensuring that strategies are in place for achieving YHA's aims and objects;

b) Ensuring that YHA's Mission and Values are clearly established, and that strategies are in place for achieving them (such strategies often to originate, in the first instance, from management);

c) Establishing policies for strengthening the performance of YHA by balancing innovation, initiative, new technology and products with prudence;

d) Monitoring the performance of management;

e) Appointing the Chief Executive, setting the terms of the Chief Executive's employment contract (as authorised by the Constitution clause 9.1) and, where necessary, terminating the Chief Executive's employment with YHA;

f) Deciding on whatever steps are necessary to protect YHA's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken;

g) Ensuring that YHA's financial statements are true and fair and conform with the law and professional standards within New Zealand;

h) Ensuring that YHA adheres to high standards of ethics and corporate behaviour;

i) Ensuring that YHA has appropriate risk management/regulatory compliance practices in place, including but not limited to compliance with current health and safety legislation; and

j) Ensuring that the Board is familiar with and has a good understanding of the New Zealand tourism and backpacker industry within which YHA operates.

Structure of the National Board

The National Board consists of six senior financial members who have been elected by the membership and up to two additional Board Members who have been co-opted by National Board.

This year, the National Board has appointed an intern to the Board. The intern will participate fully in National Board discussion and bring a youth perspective to the National Board, but will not be entitled to vote on Board decisions.

At the first meeting after the AGM the Board elects a Chair and Deputy Chair.

Terms of Office

Board Members are elected for a three-year term and may stand for re-election at the end of this term. Elected and co-opted National Board members may serve for a maximum of 9 consecutive years, in any one period.

Confidentiality and Collective Responsibility

All discussions and their record will remain confidential unless there is a specific direction from the Board to the contrary, or disclosure is required either by law or by the Constitution.

Individual Board Members are required to adhere to the principle of collective responsibility and therefore to support the decisions of the Board as a whole. Whilst an individual Board Member may disagree and put forward counter arguments on various matters during Board discussion, once the Board makes the decision this is the collective decision of the Board and must be supported by each and every Board Member.

Rotation of National Board Members

At each annual election for members of National Board, there must be at least two vacancies available for election. If there are insufficient vacancies, then a member or members of National Board shall offer themselves for re-election notwithstanding that their term has not expired.

The member or members of National Board to offer themselves for re-election shall be those who have served the longest term since their last election. In the case of Board Members elected at the same time, the member or members to offer themselves for re-election shall be determined by lot.

Current Affairs

The Board recognises that YHA's long-term survival and financial sustainability are closely intertwined with the environments and sectors within which it operates, and the extent to which YHA is seen as an organisation committed to sustainable development and being a valued member of its communities. They shall regularly evaluate economic, political, social, environmental, technology, and legal issues and any other matters that may influence or affect the development of YHA's business. Where appropriate they will take outside expert advice on these matters.

Economic Reality

In order to meet its charitable, environmental and social objectives, YHA must be business-like, achieve cash surpluses from its operations as a whole and re-invest those surpluses so that the hostels and accommodation network is sustainable and YHA can deliver on its charitable aims and objects. If the hostels and accommodation network is not managed in a sustainable manner, YHA's charitable, environmental and social objectives will not be attainable. This is particularly important in 2020, with Covid-19 related border closures significantly reducing the number of guests staying in YHA hostels and therefore the revenue generated from the hostel network.

Board Member Capability

From the Current National Board:

As a Board we thought you might find it useful to understand how we try to balance the skills and experience around the Board table in order to ensure we are able to make the best possible decisions for the future of YHA.

Firstly, the Board is a team that needs to work well together and with the rest of the organisation. It's important we share a passion for YHA and its values.

Secondly, all Board Members must have sufficient governance experience and ability that ensures they are able to participate effectively in the decision making of the Board, whether considering financial, legal, operational, technology, marketing and organisational issues.

Directors of any organisation (whether commercial or not-for-profit) are required to have a high level of proficiency in fulfilling their governance responsibilities.

The accountability requirements of Directors have been significantly increased in recent years through changes in the law. In addition, penalties for non-performance are increasingly evident as we see Directors being penalised or even jailed. YHA Board Members are subject to the same legal and ethical requirements, irrespective of their volunteer status.

Thirdly, Board Members are expected to possess the necessary technology literacy in order to fulfil their role as a Board Member. This includes a mobile phone, email and internet access in order to log into YHA's intranet.

This is essential for ease of communication between the National Chair, Board Members and senior staff, including the distribution of Board meeting material, travel and accommodation arrangements and expenses. Board Members must be readily available and responsive to discussions and decisions between Board meetings as required including on occasion, receiving documents from management and responding to these electronically.

The fourth consideration is the mix of skills around the board table. Wherever possible we try to attract specialist knowledge in areas such as finance, marketing, tourism, IT and property management that will support good decision making in areas that are critical to the success of YHA.

And finally, where possible, we wish to build further diversity across the Board by gender, age and location.

What's involved

Induction of New Board Members

Upon their first appointment, Board Members will complete an induction programme aimed at deepening their understanding of YHA, its business, along with the environment and markets in which it operates. As part of the programme Board Members will meet with senior staff.

Meetings, forums and functions

National Board meets approximately every six weeks throughout the year, generally on a Friday and sometimes on a Saturday. The Board's sub-committees may meet prior to the Board meeting.

Board Members are expected to participate fully, frankly and constructively in Board discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the Board table.

Board Members are expected to attend the Annual General Meeting and to develop positive relationships with YHA members and with Branch Committees. In particular, Board Members should be prepared to attend member functions and forums from time to time to ensure effective representation and engagement.

Other events, requiring Board Member attendance, may happen outside of this meeting cycle. There may also be an invitation to travel to international events to support YHA's international affiliations.

Board Travel Bookings

Flight arrangements are made for Board Members by YHA's National Office through House of Travel. This allows for tracking of YHA's carbon emissions and also ensures that YHA's Travel Policy is adhered to at all times.

Accommodation

Accommodation will also be arranged for Board Members by the National Office, usually for the Thursday night prior to Board meetings.

Remuneration

Positions on the National Board are voluntary, with actual and reasonable expenses paid. Memberships to the Koru Club and Institute of Directors are provided. Director indemnity and insurance cover is also provided.

Nomination Process

Nominations for National Board

Senior financial members who have been members for not less than 12 months prior to the date of nomination may be nominated for election to the National Board by:

- any Branch Committee, or
- by any two Senior Financial Members who have been members for not less than 12 months prior to the date of the nomination.

Nominations for Honorary Vice-Presidents

Nominations may be made by:

- National Board,
- any Branch Committee, or
- By any two senior financial members who have been members for not less than 12 months prior to the date of the nomination.

Nomination Forms

Nomination forms for both roles shall be supplied by the Returning Officer and completed by each nominee. The nomination form shall be accompanied by a candidate profile statement, photo, conflict of interest statement and statutory declaration.

Nomination Deadline

Nominations for election to both positions must be in the hands of the Returning Officer by **12 noon, Friday 9 October 2020**.

Lodgement of Nomination Documents

- Nomination documents should be emailed to the Returning Officer at nominations@electionz.com no later than the above time and date. The Returning Officer will then ensure that the candidate is eligible and the nominator/seconder are valid.

Required document	Preferred format
Completed nomination paper	PDF
Candidate profile statement	Microsoft Word document (.doc/.docx)
Candidate photo	jpeg/jpg (at least 300 dpi)
Conflict of interest statement	PDF

- The lodgement of nomination documents should not be left to the last minute. Should a nomination form be lodged late on the day that nominations close, and be incorrectly completed or an ineligible nominator is provided, there may be insufficient time to correct the situation and the nomination could therefore be invalidated.
- If candidates are unable to email their nomination documents, please contact the Returning Officer on **0800 666 044** to make alternative arrangements.

Candidate Profile Statements

Candidate Profile Statement

A candidate profile statement is required from every person nominated for election to both positions (National Board and Honorary Vice-President), to reach the Returning Officer by the time nominations close.

These shall be in the form required by the Returning Officer, and must:

- be no more than 300 words long, excluding name and contact details
- Include a recent passport sized photo (head and shoulders photo only)
- be accompanied by a conflict of interest statement and a statutory declaration that the candidate's statements are true.

The candidate profile statement may cover any matter considered important by the nominee. Some suggestions are:

- Occupation, business expertise, governance and/or management experience.
- Community and other interests.
- How your skills and experience align with those sought at this election.
- A comment on the role and function of governance, YHA New Zealand and the Board.
- The contribution you believe you could make as a National Board Member or Honorary Vice-President.

Profile statements should be provided electronically in a Microsoft Word document (.doc/.docx) and emailed to the Returning Officer at nominations@electionz.com, along with a digital photo taken or scanned at 300 dpi as a jpeg/jpg file.

Conflict of interest

Nominees must provide a conflict of interest statement declaring current and any likely future conflicts of interest with those of YHA. This ensures that when members are preparing to vote for candidates, they are fully aware (prior to voting) of any conflicts of interest that the candidates may have.

Suggested format of Conflict of Interest Statements:

Example 1 – [Please use this wording if you believe you do NOT have any conflict of interest]

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with YHA New Zealand at the date of my notice of consent to being nominated as a candidate for the Board, and I do not believe that any such conflicts of interest are likely to arise in future.

Example 2 – [Please use this wording if you believe you DO have a conflict of interest]

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with YHA New Zealand at the date of my notice of consent to being nominated as a candidate for the Board, other than that:

(a) I am a …….

(b) My partner is …….

(c) My son/daughter …….

(d) I own a …….

I do not believe that any conflicts of interest are likely to arise in future other than the continuation of the conflicts of interest stated above.

Decisions regarding candidate conflict of interest statements

The arbiter on whether the declared conflict of interest is material shall be the existing National Board. Where a material conflict of interest exists then the nominee shall not be eligible for election.

Any information provided by the nominee that is deemed to be either defamatory or factually incorrect about YHA, or clearly mis-represents the nominee, may not be accepted by the Returning Officer and may be returned to the nominee.

Where information provided is subsequently found to clearly mis-represent the nominee, the Returning Officer may remove the nominee from the election.

A disclaimer statement by the Returning Officer and YHA New Zealand regarding the content of the profile statements will appear in the voting information that goes out with the voting papers to members so that they can read up about each candidate before they vote.

Eligibility Requirements for all Candidates

All candidates for the National Board election must be:

- A senior financial member who has been a member of YHA for not less than 12 months prior to the date of nomination; and be nominated by:
  - any Branch Committee, or
  - any two senior financial members who have been members for not less than 12 months prior to the date of the nomination.

All candidates for the Honorary Vice-Presidents must be:

- A senior financial member who has been nominated by:
  - National Board, or
  - any Branch Committee, or
  - any two senior financial members who have been members for not less than 12 months prior to the date of the nomination.

Certain persons are disqualified

The following persons, as described in YHA's Constitution, may not be elected or appointed as a member of National Board and Honorary Vice-Presidents:

a) YHA employees, manager of a hostel (including an associate hostel), franchisee, lessee or provider of competitive accommodation.

b) A mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992.

c) A person disqualified from being an officer of a charitable organisation under Section 16 of the Charities Act 2005.

Electoral Roll and Campaigning

Electoral Roll

The electoral roll will close on **Friday 2 October 2020**, 8 weeks before the AGM. All senior financial members who have been a member for 8 or more weeks shall be eligible to vote in YHA's elections.

Members may vote via postal or electronic means. Unless members advise YHA that they do not wish to take part in the election, those members entitled to vote via electronic means will be deemed as those who have provided an email address to YHA. Senior financial members who have not provided an email address will be deemed to be postal voters at their current membership address.

The roll will not be made available to the public or candidates for privacy reasons. The roll will only be used by the Returning Officer for the purposes of the 2020 elections, will not be provided to any third party, and will be deleted once the elections are concluded.

Campaigning

Election campaigning may commence at the time that nominations open or when a candidate declares that they will stand for election.

- No election material may contain an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter.
- Voting Papers are not permitted to be collected from electors by candidates or their assistants. Each elector is required to post or e-vote his or her own vote to the Returning Officer.

Candidates:

- must act in good faith and in the best interests of YHA New Zealand,
- must be respectful of other candidates, the National Board, and YHA employees, and not make any statements that are defamatory or that undermine the integrity of the election process,
- must focus on issues affecting YHA New Zealand and the expertise and attributes that they will bring to the position,
- must not use any property or resources of YHA New Zealand for campaigning purposes, including logos, brands, photos, images or other intellectual property of YHA New Zealand,
- may use letters, fliers, emails, radio, television, internet and printed media for campaigning purposes.

Scrutineers and Election Results

Scrutineers

Scrutineers cannot be appointed for this election. The processing of the returned voting papers is carried out on a progressive basis by electionz.com at its premises at 3/3 Pukaki Road, Christchurch.

With the use of progressive processing, it is expected that all of the voting papers will be processed by 12 noon 20 November 2020. Election results can then be calculated as soon as possible thereafter.

Election Results

All candidates will be personally advised in writing or by phone/email by the National Chair prior to the AGM.

Members will be informed of the election results during the AGM.

Results will also be posted on the YHA New Zealand website in mid-December.

For further information, please phone the Returning Officer – Warwick Lampp, at electionz.com, tollfree on the Election Helpline: **0800 666 044**.

Notes

HOSTELLING INTERNATIONAL

YHA NEW ZEALAND

www.yha.co.nz