



BOARD MEMBER PAYMENT AND REIMBURSEMENT POLICY

Purpose:

Board members incur costs in the service of their roles as members on the Board. It is in the interests of transparent accountability that systems for such payments and reimbursements be clear and formally approved.

Policy:

- To provide a means for Board members to receive all payments to which they are entitled and reimbursements which are fair and reasonable.
- To ensure that the College has an efficient system for Board meeting payments.
- To provide a system for reimbursement of actual and reasonable expenses occurred in authorised Board activities.
- To provided guidelines for the levels of payment and/or reimbursement.

Guidelines:

- A Guide for School Trustees 2018 section on Meeting Fees states “trustees are entitled to be paid for attendance at Board meetings. Boards have the right to decide how much and how often members, including the Principal, are paid for attendance. Inland Revenue provides for a proportion of the fee to be non taxable in recognition that it covers the expense of attending meetings.”
- Inland Revenue section on payments to Board members (29 June 2017) states “part of any honoraria paid to Board members for attending Board meetings is treated as reimbursement of expenditure and is not subject to withholding tax as follows: for the Presiding Member, the first \$75 per Board meeting (up to a maximum of \$825 a year), for any other Board member, the first \$55 per Board meeting (up to a maximum of \$605 a year).
- Costs associated with attendance at professional development sessions may be met by the Board but prior approval must be sought.
- All other reimbursements are at the discretion of the Board and must be approved prior to any spending occurring.
- There is normally no payment for working group/committee meetings.

- For those such meetings or other Board business which occurs within the normal working day of the Member, and which require the Member to either take leave without pay, or employ another person to replace them at their place of work, then the Board authorise payment according to the scale and conditions set out below:
 1. The meeting must be one which fulfils a statutory requirement for the Board.
 2. The College must have sufficient non-Government funds to meet the payment.
 3. All attendances and payments must be authorised by the Presiding Member.
 4. The payment shall be at the rate that is fair and reasonable.

Reimbursement shall be as follows:

1. Out of pocket expenses will be reimbursed on presentation of appropriate receipts.
2. Travel expenses to attend meetings and functions, at Board or College request, other than the eleven meetings for which Board fees are paid. Travel expenses should be claimed for special trips: ie only incremental distance on the way home to or from work
3. Meal allowances will be paid where the member's attendance to Board business, (other than the eleven Board and any Board related sub committee meetings per annum) prevents the member from returning home at a normal time.
4. Claims to be made by the end of each term on relevant travel and meal allowance. The Board Secretary has responsibility to ensure that Board members have access to the provisions of this policy.
5. The amount of travel and meal allowance shall be fair and reasonable. The amount of payment to member for services as a Board Member will be set by the Board on each occasion, considering time, complexity and encroachment on personal time.
6. Reimbursement is paid July and December.

Related Documents

- Te Puna Wai o Waipapa - Hagley College Financial Management Policy
- Te Puna Wai o Waipapa - Hagley College Governance Manual

Approved by: _____

Designation: _____

Date Approved: _____

Review Date: _____