

North West Country Incorporated

Honoraria Policy

1. Purpose

The purpose of this policy is to set out the principles, responsibilities, and arrangements for the payment of honoraria to Board members of North West Country Incorporated ("the Association").

Honoraria are provided to:

- Recognise the time, skill, and meaningful contribution made by Board members,
- Provide fair compensation for services rendered in a governance capacity, and
- Support accountability of Board members to the Association's members and wider community.

Honoraria are provided for under the North West Country Incorporated Constitution and do not constitute wages or employment income.

2. Scope

This policy applies to all voting Board members of the Association.

This policy does not apply to non-voting Board members, governance interns, observers or advisors.

3. Governance and Oversight

In accordance with the North West Country Executive Committee Charter:

- The People and Remuneration Sub-Committee are responsible for the development, management, and oversight of this Honoraria Policy.
- Any proposed changes to honorarium levels or structure must be reviewed by this Sub-Committee and approved by the Board.
- Honoraria must be budgeted for annually and remain financially prudent.

4. Principles

Honoraria paid by the Association are guided by the following principles:

- **Transparency** – amounts and eligibility are clearly defined,
- **Fairness** – reflecting differing levels of responsibility,
- **Accountability** – linked to meeting attendance and performance,
- **Sustainability** – consistent with the Association's financial position.

5. Performance

Honoraria are linked to Executive Committee member meeting attendance and meaningful contribution. Where a member may be deemed to be partially fulfilling their roles, the Executive Committee may resolve to withhold honorarium payments for any given member.

6. Honorarium Rates

Honoraria are paid per meeting attended at the following rates:

- Chair: \$550 per meeting
- Deputy Chair: \$300 per meeting
- Treasurer: \$250 per meeting
- All other voting Board members: \$200 per meeting.

No payments will be made for meetings not attended, non-voting roles, informal meetings, workshops, voting on flying minutes, or events unless explicitly approved by the Board.

NOTE: Meeting attendance is accepted in person or via the online meeting Teams platform.

7. Payment Process

- Honoraria are paid within four (4) weeks of each Board meeting.
- Payments are based on confirmed attendance as recorded in the official meeting minutes.
- Each Board member must submit a valid invoice to the Association for payment.
- Invoices must clearly state:
 - Name of Board member
 - Meeting date(s)
 - Role held
 - Amount claimed.

8. Tax and Legal Obligations

- Board members are responsible for their own tax obligations, including income tax, ACC, and GST (if applicable). The Association does not deduct tax or ACC from honorarium payments.
- Board members are encouraged to seek independent tax advice if required.

9. Review of Policy

- This policy will be reviewed at least every three years, or earlier if required due to:
 - Changes to legislation, or

- Changes to the Constitution or governance structure.
- Financial or risk considerations

Any amendments must be approved by the Board following review by the People and Remuneration Sub-Committee or the full committee of the board.

10. Policy Approval

Approved by the Board: September 2026

Next Review Date: September 2029