

CBIP Governance

1. Purpose

This document communicates the governing functions of the Society through the elected Governance Board so that the Society's objectives can be achieved.

2. Scope

Governance functions cover obligations under the Incorporated Societies Act 2022, and ISO/IEC 17024 Conformity assessment – General requirements for bodies operation certification processes (ISO 17024).

3. Definitions

Incorporated Societies Legislation

The Incorporated Societies Act 2022 (the 2022 Act) and Incorporated Societies Regulations 2023 (the regulations) came into force on 5 October 2023. Together, these put in place a modern legal, governance and accountability framework for incorporated societies and those who run them.

ISO 17024

An International Standard developed to achieve and promote a globally accepted benchmark for organisations operating certification of persons.

4. Responsibilities

Legal matters

- 4.1 CBIP will remain an Incorporated Society under the 2022 Act to meet the requirement of ISO 17024 to be a legal entity.

Certification decisions

- 4.2 CBIP's Governance Board¹ is responsible for all certification decisions including the granting, maintaining, recertifying, expanding and reducing the scope of certification, and suspending or withdrawing the certification. Responsibilities for these decisions will not be delegated.

Finance and liability

- 4.3 The Governance Board is responsible for the Society's financial management and for ensuring adequate insurance arrangements to cover CBIP's operations and associated liabilities.

Refer also to CBIP's Constitution revision 06, section 7.

¹ CBIP's elected Governance Board is the Society's "Committee" as required by the 2022 Act.

Management system requirements

- 4.4 The Governance Board Chair is responsible for approving the certification management system's policies and procedures on behalf of the Board.
- 4.5 The Governance Board appoints the Operations Manager to be responsible for:
- i. ensuring that processes and procedures needed for the management system are established, implemented and maintained.
 - ii. reporting to the Governance Board on the performance of the management system and any need for improvement.

5. Policy

General requirements of the Society

- 5.1 The Society, through its Governance Board, will:
- iii. set and receive subscriptions, fees, grants, and funds.
 - iv. engage the services of personnel and organisations with specialist expertise to assist and/or advise the Society.
 - v. establish working groups through Board-approved Terms of Reference as required.
 - vi. determine policies and procedures to effectively administer the Society in accordance with ISO/IEC 17024 requirements.
 - vii. implement procedures for managing breaches of CBIP's Code of Professional Conduct.
 - viii. implement procedures for resolving complaints and grievances.
 - ix. manage facilities and property as required.
 - x. purchase or acquire property, assets and/or consumables needed to fulfil the Society's certification objective.
 - xi. expand the scope of competency assessment and certification beyond the disciplines covered by Pressure Equipment Cranes and Passenger Ropeways Regulations (1999) or any Regulations that may supersede these.
 - xii. invest, borrow, or advance monies, with or without securities and to execute mortgages over any property of the Society or issue debentures as securities for the repayment of any such monies.
 - xiii. decline any application for certification that does not meet the certification requirements of the inspection discipline being applied for.
 - xiv. communicate any information considered necessary to uphold legislative and compliance requirements to:

- Government authorities such as WorkSafe New Zealand, the New Zealand Police; and/or
- Accreditation Bodies such as JASANZ or IANZ; and/or
- any other professional bodies or authorities deemed necessary.

Financial Controls

- 5.2 The Operations Manager has delegated authority from the Governance Board for expenditure up to but not exceeding \$2000.00.
- 5.3 The Operations Manager will prepare financial records for each Board meeting to enable the Governance Board to monitor the Society’s financial position regularly.
- 5.4 The Board will appoint two bank signatories which is usually the Board Chairperson and Operations Manager but may be two elected Board members.
- 5.5 The Board Chairperson is authorised by the Board to approve payments.
- 5.6 The appointed accountant will be reviewed annually, approved by the Governance Board and ratified at the AGM.

Insurance

- 5.7 Insurance coverage will be reviewed annually, approved by the Governance Board and ratified at the AGM.

6. Procedures

Not applicable.

7. Record Management

The following record must be maintained for compliance purposes:

Record	Filed	Retention
CBIP’s Constitution	OneDrive & Website	Until superseded
Organisation Chart	OneDrive	Until superseded
Financial transactions	Xero	7 years
Financial documents	OneDrive	7 years
Insurance documents	OneDrive	Until superseded

8. Quality Standard

ISO/IEC 17024, 2nd edition:

- i) Clause 4 General requirements, sub-clauses:
 - 4.1 Legal matters,
 - 4.2 Responsibility for decision on certification, and
 - 4.4 Finance and liability
- ii) Clause 10 Management system requirements, sub-clauses:
 - 10.1 General
 - 10.2 General management system requirements

9. Revision History

This is a new document. It replaces content from CBIP's Constitution revision 05, section 5 Powers. This section has been removed from CBIP's Constitution revision 06.

