POSITION DESCRIPTION

Board Member
New Zealand Metropolitan Trotting Club Inc

Prepared July 2026

Position Title	Board Member
Reports to	Board Chair
Location	Christchurch
Term of Office	Three years *Board Members can serve a term of three years with the possibility of reappointment for additional terms based on performance and the needs of New Zealand Metropolitan Trotting Club Inc to a maximum of twelve years.*
Board vacancies	Four (4)
Board size	Seven (7)
Incumbents re-standing	Three incumbents are standing, comprising one elected incumbent completing their three-year term, one additional incumbent and one co-opted incumbent.

About New Zealand Metropolitan Trotting Club Inc

The New Zealand Metropolitan Trotting Club Inc. is proud to be New Zealand's premier harness racing club.

With a significant private land holding in the city, two joint venture commercial property portfolios, NZ's leading harness racing programme including NZ Cup Week, and a 7-day catering operation including Spectators Bar, we are a significant contributor to the Canterbury economy and community.

Our capable and knowledgeable Board has a well-defined and uniting strategy, with our core purpose "To support and nurture a sustainable harness racing industry in Canterbury and New Zealand".

Our Board meetings are held monthly, generally on the last Tuesday of the month, at Addington Raceway. Our meetings focus on quality discussions where a wide range of views can be expressed, and as a multi-faceted organisation our meetings are not only focused on harness racing. While the position is remunerated, no travel costs are reimbursed, and there is the opportunity to attend a range of events on our footprint throughout the year, including NZ Cup Week.

A majority of our Board has a sound understanding of the harness racing industry, including its challenges and opportunities.

For more information, please see https://www.addington.co.nz.

Position Objectives

In line with our purpose the Board has many objectives they are determined to accomplish and having recently completed a review of our land assets, we are now moving forward with creating a plan to maximise our Clubs' equity in these assets. This is an exciting time for our Club, and our Board is seeking to complement its existing skill set and appoint experienced Board Members who will add value and play an important role in the sustainability of our Club as we move into our next phase.

Key Responsibilities and Expected Deliverables

Key Responsibilities	Expected results
Governance and Leadership	• Provide strategic guidance and leadership to ensure Addington operates effectively and ethically. • Participate in Board meetings, discussions, and decision-making processes with integrity and transparency in a coherent and non-dominating manner. • Support the CEO to build an engaged and high performing culture within Addington. • Work with the wider harness racing community to build and drive an engaged culture that reflects Addington's values and behaviours. • A demonstrated track record in governance, understanding principles, legal obligations, roles and responsibilities, Board dynamics and decision-making processes. • Familiarity with governance and risk frameworks and best practices. • Understanding of the distinct but complementary roles of governance and management.
Strategic Planning	• Lead the development and review of Addington's long-term strategic goals, objectives, and establish relevant policies to support Addington's strategic intent. • Monitor progress towards achieving long-term strategic objectives and make recommendations for adjustments as needed. • Manage the CEO to ensure delivery of the strategic objectives as established by the Board.
Financial Oversight	• Review and approve Addington's annual budget, financial statements, and investment strategies. • Ensure sound financial management practices are in place to safeguard Addington's assets and resources. • Ensure organisational compliance with all financial reporting standards and legislative requirements. • Question and critically examine both financial and non-financial information to enhance understanding and better decision-making.
Risk Management	• Identify potential risks and opportunities facing Addington and work collaboratively with fellow Board members and management to mitigate risks and capitalise on opportunities.

Stakeholder Engagement	• Support the CEO to build industry leading stakeholder values for Addington. • Act as an ambassador for Addington and foster positive relationships with key stakeholders including industry participants, sponsors, and the broader community.
Compliance and Legal Obligations	• Ensure Addington operates in compliance with relevant laws, regulations, and industry standards as prescribed under the Racing Industry Act 2020. • Stay informed about changes in legislation or governance practices that may impact Addington's operations
Performance Evaluation	• Participate in the evaluation of Addington's performance, including the performance of the Chief Executive Officer and the Board itself. • Provide constructive feedback and support continuous improvement efforts.

Relationships

Internal:

- Chair
- Fellow Board Members
- CEO

External:

- Industry Participants
- Sponsors and Partners
- Community Organisations

Person Specification

Qualifications and Experience:

- Demonstrated experience in governance and strategy at a senior level
- Financial and procurement expertise
- Property development
- Project and event management
- Public Relations experience
- Harness racing knowledge and industry experience

Together with the following qualities:

- Business acumen

- Strategic thinking skills and the ability to balance commercial success with our community and Club focus
- A transparent and open communication style, with a collaborative governance approach
- High ethical standards
- Sufficient time to dedicate to the role

Commitment Required

The current Board typically convenes 9-11 times per year, for approximately 3 hours, at Addington Raceway in Christchurch. Board members can attend some meetings via video link if they are unable to attend in person. There are also occasions where the Board is required to convene for shorter out of cycle meetings, usually undertaken via video link.

Addington has established sub-committees, e.g., Audit and Risk. It is desirable for Board members to contribute to a sub-committee in an area of their expertise or interest. Although the frequency of sub-committee meetings varies depending on its nature, sub-committees generally meet 2 – 4 times per year for approximately 1 hour.

Attendance at race meetings whilst desirable is not mandatory. A roster of board members availability is kept up to date on a monthly basis. For the 2026-27 racing season, Addington will host approximately 72 race meetings.