# Board of Trustee Policy: Trustee Remuneration and Expenses (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) Board of Trustees has the right to set the amount that the Chair and other Board members are reimbursed for attendance at Board meetings. It is acknowledged that the BLENNZ Board is a national Board and there will be some expenses pertaining to travel and time allocated to Board activities that will be over and above those expected of Board members in most schools.

The Principal, as a member of the Board, is entitled to the same payment as all other trustees except the Chair.

Costs will be covered from BLENNZ operations funding and the Ministry of Education’s grant for national Board expenses and will be reviewed as part of the annual budget cycle.

This policy outlines the process, and the expenses, that can be claimed by members of the BLENNZ Board. It will take effect from the commencement of the 2017 school year.

## Policy Requirements:

1. All claims for expenses must be processed through the Board Secretary.

2. Expenses will only be reimbursed if they relate to Board business. Any personal expenses incurred before, during or after Board business will not be covered by BLENNZ.

3. With the exception of mileage reimbursement, a GST receipt must be provided for any expense claims.

4. Wherever possible travel will be booked by the Board Secretary. If for any reason a Board member is required to make their own travel booking, this will be reimbursed on the basis of actual and reasonable expenses.

5. Attendance at Board meetings will be reimbursed as follows:

 Chairperson: $200.00 per meeting

 Trustees: $120.00 per meeting

 Payment over and above the IRD tax-free level will be taxed at a flat rate. Information on tax free levels can be found on the IRD website: [Link to IRD website - Payments to School Trustees](http://www.ird.govt.nz/payroll-employers/make-deductions/staff-benefits/special-benefits/emp-deductions-benefits-special-honoraria.html) .

6. Trustees (including the Chair) will also be paid $120.00 for attendance at strategic planning and induction days, and for attendance at other meetings on behalf of the Board (e.g. Sector Advisory Group meetings) when these are held on a separate day to Board meetings.

7. Attendance costs for professional development sessions will be met by the Board of Trustees. Prior approval must first be sought.

8. Board members will be provided with a Taxi Charge card. Should this not be able to be used, reimbursement will be on actual expenses.

9. Mileage reimbursement will be at the IRD standard rate for motor vehicles.

10. Reimbursement of expenditure in terms of childcare can be sought. The amount to be reimbursed will take into account each trustee’s individual circumstances, including time required for national travel, and will be approved by the Board Chair at the commencement of each school year or as required. This will be reimbursed directly to the Board member who has paid for the childcare. The person providing the childcare must sign a receipt acknowledging the amount of funds received.

11. The Board Chair will be provided with a BLENNZ cell phone. The BLENNZ conference call facility will be used by trustees who are unable to be physically present at meetings. Expenses relating to toll calls made by trustees for other Board purposes will be reimbursed. A copy of the relevant phone bill will be required.

12. If, after travel has been confirmed, a Board member chooses to make changes to the booking for personal reasons, the cost of any change is to be covered by the Board member.

13. Reimbursements not noted above are at the discretion of the Board and must be approved prior to any expenditure.

## Supporting Documents:

BLENNZ Resourcing Notice

[Inland Revenue Department Website](https://www.ird.govt.nz/)

[NZ School Trustees Association Website](https://www.nzsta.org.nz/)

Ratified by the Board:  Date: 26 June 2020

Next Review: 2023