



Request for expressions of interest in becoming an Independent Director of the Institute of Financial Advisers

The Institute of Financial Advisers (IFA) is the professional body representing financial advisers in New Zealand. IFA has a governance Board of seven members, two of whom are independent directors. One of the two independent directors is due to complete their maximum term on 30 June 2009. IFA is seeking to appoint a new independent director for a two-year term commencing 1 July 2009. There is provision for reappointment for a second two-year term, but four years is the maximum so there is regular rotation.

Background information on the Institute of Financial Advisers

IFA members provide advice to their clients in the areas of insurance, investments, financial planning, work-based savings and insurance, retirement planning, estate planning, borrowing and other financial matters. Their professional practices reflect the broad spectrum of New Zealand businesses – ranging from one-or-two-person operations to national businesses and dealer groups, offering narrow or broad-based advice and services either independently of, or on behalf of one or a range of providers of financial products. Members may be associated with large financial organisations or services companies in banking, funds management, or insurance, employee benefits organisations, or also practice as lawyers, accountants or other professionals.

IFA has some 1,400 members. All members are individual members, not corporate members.

The Institute requires compliance with a code of ethics and practice standards, runs Complaints and Disciplinary Committees that are independently chaired, offers education pathways that can lead to tertiary qualifications and the attainment of internationally recognised certification marks, maintains and ensures compliance with a continuing professional development programme, and provides networking, education, development, and business practice forums at national and regional level for members.

A significant challenge over the next few years will be regulation of financial advisers as part of Government's overall initiatives for regulation of the finance sector. IFA expects growth and change in membership as a result.

Governance

IFA is an incorporated society. There are 12 Branches, each with a committee. Each branch sends delegates to twice-yearly Council meetings. While Council is like a representative Parliament, governance is through a Board.

The Board consists of the elected President, four elected practitioner members and two independent directors. Board directors have two-year terms of appointment with staggered expiry dates to ensure continuity. The President may serve two, two-year terms. Practitioner directors may serve up to three two-year terms and independent directors up to two two-year terms.

The Board Chair is elected annually from amongst the Board members. An Independent Director may be the Chair.

There are around 5 Board meetings annually (e.g. in 2009 February, May, July, September, and November). Two of these are one day meetings, but two are held in conjunction with Council meetings and are therefore two-day meetings and the February meeting is also a two day session with one day on strategy. Most meetings are held in Wellington, but the Board may meet at other locations and also meets on the day prior to the annual conference in July (normally held at Auckland, Rotorua or Christchurch). Between meetings, there is active e-mail communication, and occasional telephone conference calls.

There is a Board Audit Committee of two directors that has responsibility for monitoring the finances of the Institute, internal control systems and processes, the budget and the results of the annual audit.

There are also committees for Professional Development, Certification, Special Interest Groups (covering each of the areas of advice, e.g. financial planning, insurance, investment, lending, estate planning), Complaints, Discipline, and Events such as the Conference.

Management

IFA has a chief executive and a small administrative staff based in Wellington. Support roles, such as IT, are contracted out. While Branches hold regular functions, their administration is all handled centrally.

As might be expected for a professional association, there is considerable emphasis on continuing professional development through the annual conference (attended by around 600 people) and regular roadshows.

Independent Directors

The independent directors are appointed by the Council, on the recommendation of an Appointments Committee. (The Appointments Committee currently is made up of the IFA President, Chairman, and Immediate Past President.) They should not be financial advisers. While a knowledge of the financial services sector would be an advantage, this is not a requirement. Rather, IFA is seeking experienced directors with sound backgrounds in business but with a good understanding of governance, and the way in which government determines policy and consults with stakeholders.

An annual director's fee of \$12,000 is paid, as well as reimbursement of all travel and accommodation costs.

The current independent directors are Ross Butler, whose second and final term expires on 30 June 2009, and Phillip Meyer, whose first term expires on 30 June 2010. Ross Butler is therefore not eligible for reappointment.

IFA Information

There is a lot of useful information on the IFA Website www.ifa.org.nz

This site provides access to IFA governance, professional standards and other documents. It also profiles the current directors of IFA.

For further information please contact:

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Institute of Financial Advisers
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WELLINGTON 6145
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Email: lyn_mcmorran@westpac.co.nz
Website www.ifa.org.nz

Closing Date for Applications.

Applications, on the attached application form, must be received by the President, by email or post, by 20 March, 2009.



Application for Directorship

1. Personal Details

Surname _____ Title _____

First Name/s _____ Known As _____

Business Telephone (____) _____ Private Telephone (____) _____

Mobile Telephone (____) _____ Email _____

Residential Address _____

Postal Address (if different from above) _____

Citizenship _____

2. Educational Qualifications

Specify highest educational qualifications together with any other qualification relevant to proposed appointment:

3. Current Occupational Details

Current Occupation or Job Title _____

Current employer or employment status (e.g. self-employed) _____

4. Governance Experience

List details of all current and any significant previous directorships, private or public, trusteeships, and government appointments. Please append a separate sheet if more than five.

a. Organisation _____
Period _____
Role(s) _____

b. Organisation _____
Period _____
Role(s) _____

c. Organisation _____
Period _____
Role(s) _____

d. Organisation _____
Period _____
Role(s) _____

e. Organisation _____
Period _____
Role(s) _____

5. Relevant Work Experience

List most relevant positions held. Start with current or most recent position. Please append a separate sheet if insufficient space below.

| Period (years) | Employer | Position held and major responsibilities |
|-----------------------|-----------------|---|
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6. Reason(s) for applying

Please provide a brief statement outlining your reason or reasons for applying for this position.

7. Additional Information

Please provide any additional information that may be relevant in support of your application for this position.

8. Conflicts of interest

Record any possible conflicts of interest that might arise from the proposed appointment.

9. Referees

Please provide the names and contact details of three referees who can be contacted regarding either your performance as a director or your previous experience that you believe qualifies you for appointment as an Independent Director of the Institute of Financial Advisers.

Name _____

Company _____ Position _____

Business Telephone (____) _____ Private Telephone (____) _____

Mobile Telephone (____) _____ Email _____

Relationship to applicant _____

Name _____

Company _____ Position _____

Business Telephone (____) _____ Private Telephone (____) _____

Mobile Telephone (____) _____ Email _____

Relationship to applicant _____

Name _____

Company _____ Position _____

Business Telephone (____) _____ Private Telephone (____) _____

Mobile Telephone (____) _____ Email _____

Relationship to applicant _____

I hereby confirm:

- a. the information supplied in this application is complete and accurate.
- b. if appointed as an Independent Director of the Institute of Financial Advisers I will be available to serve on the Board for a minimum period of two years.
- c. I authorise the Appointments Committee of the Institute to contact the referees provided regarding this application, and to conduct any other inquiries relevant to this application.

Signature: _____ Date _____

Note:

Please address application marked "Personal and Confidential" to:

Appointments Committee
Institute of Financial Advisers
PO Box 5513
Wellington 6145