



J Ballantyne & Co Ltd – The Organisation

J Ballantyne & Co Ltd is a long established Canterbury business, which is still 100% owned by members of the Ballantyne family. Its principal operation is the retail shop in Christchurch City Mall, with another shop in Timaru.

Ballantynes' newly refurbished Christchurch store offers 2800 m² of retail space including a three-storey light filled atrium that incorporates a café and wine bar. Retaining its iconic charm whilst incorporating European retail design concepts, the store has recently secured three 'exclusive to New Zealand' brands; Pottery Barn, Pottery Barn Kids and West Elm, in addition to its own product range.

There are a number of characteristics that set this company apart in Christchurch.

- Family owned for its entire 166 year history and family managed until 2011.
- Keen family interest in all aspects of the business.
- Reputation for a high level of personal customer service.
- High level of general integrity and customer expectation of the Ballantyne 'brand'.
- Distinctive presence especially in Christchurch and Canterbury, and increasing online presence.
- High degree of 'community ownership' and expectations; everyone has an opinion...
- Wide customer range.
- High profile in NZ retail industry.
- High level of public scrutiny.

Long term strategic priorities include:

- A focus on creating sustainability and profitability for the future; incorporating new retail concepts, market channels, product ranges and customer experiences that enhance the Ballantynes brand.
- Maximising returns on property assets, as well as retail activity.
- Providing leadership in the Christchurch central city retail precinct.
- Managing customer, shareholder, management and staff expectations.

Further information about Ballantynes' business and shopping experience can be found by visiting <https://www.ballantynes.co.nz/>

Board of Directors

Ballantynes is a family-owned business governed and managed on a commercial basis. J Ballantyne & Co Ltd is governed by an experienced Board, currently comprising five Directors. The directors are a mix of independent and family-member appointments. The Constitution provides for a minimum of five directors.

There is a reasonably high expectation on directors to engage with shareholders, both formally and informally. At the conclusion of the Annual Meeting there is normally a dinner with family members and their partners. It is also assumed that directors will support the business as customers. Regular two way communication is facilitated and encouraged through an active Family Liaison Group.

The Directors are as follows:

- Julie Bohnenn, Chair (Independent)
- Therese Arseneau (Independent)
- Catherine Ballantyne (Family-member)
- Bill Luff (Independent) (retiring)
- Philip Richards (Family-member) (retiring)

Board Meetings and Activities

The Board is accountable for the governance of J Ballantyne & Co Ltd, with day-to-day leadership, operation and administration being delegated to the Chief Executive.

The Board meets regularly throughout the year on ten occasions for up to four hours, although this can vary if there are particular issues that need addressing. Meetings are generally held in Christchurch on the last Wednesday of the month.

In addition, the Board meets twice a year with shareholders to update them on company business including the Annual Meeting that takes place late November.

J Ballantyne & Co Ltd holds Directors' and Officers' Liability insurance.

Director fees are currently set at \$32,660 pa for a director. No other committee fees are paid. Director Fees are currently under review with an increase expected to be agreed at the upcoming AGM.

The company's balance date is 31 August.

Director Specification

- A reputation as an effective governance contributor.
- Strong commercial and financial acumen ideally gained in a senior executive role.
- Proven ability to identify and critique new business models and opportunities.
- A progressive strategic outlook.
- A comprehensive understanding of all aspects of business risk, assessment and action.
- An appreciation of Ballantynes' family ownership.
- High integrity and a customer-centric ethos.
- Excellent communication and relationship management skills.
- A knowledge of property management and environmental sustainability issues is desirable.
- Time availability to commit to the demands of the role.

Expressions of Interest

Enquiries or expressions of interest should be directed to:

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Expressions of interest should be received by Monday 17 August 2020.