

Te Ātiawa ki Whakarongotai Charitable Trust Board



- Nomination Form -

Date: _____ 2018

As an adult registered member of Te Ātiawa ki Whakarongotai Charitable Trust,

I _____ (insert full name) and the person signing below as seconder nominate the following person for office:

Trustee nominee name: _____ (insert full name)

Trustee nominator: _____ Signature: _____

Seconder name: _____ Seconder Signature: _____

I, _____, (insert full name of nominee) accept nomination, and hereby declare that I am an adult registered member of Te Ātiawa ki Whakarongotai Charitable Trust, and that I am not a bankrupt, and that I have not been convicted of any dishonesty offence as defined in the Trust Deed. I attach with this nomination form a brief statement of my work experience and any relevant objectives I wish to state with regard to the position of Trustee.

Signature: _____ Date: _____

Closing Date: No later than 5.00 pm 26 October 2018

Nomination forms will then be checked against the Rules. Confirmed candidates' details will be published in the official Ballot Paper and voter information pack to be distributed to all voting Te Ātiawa ki Whakarongotai members.

This form when fully completed with profile details and photograph to be received at the address of Te Ātiawa ki Whakarongotai Charitable Trust, 11 Elizabeth Street, P O Box 509, Waikanae 5250, or via email at admin@teatiawakikapiti.co.nz

**No later than 5.00 pm 26 October 2018.
LATE NOMINATIONS WILL NOT BE CONSIDERED.**

Te Ātiawa ki Whakarongotai Charitable Trust Board



- *Candidate Details* -

(Please FILL IN THE FOLLOWING SECTIONS – ALSO NOTE THAT this information will be reproduced in voting information packs)

Name:

Employment History and Experience:

Candidate Statement (150 words max – please use separate sheet of paper if necessary):

Photograph: Candidates are required to submit a digital photograph for inclusion in the voting information pack. Please email the photograph (jpeg or tif formats) to admin@teatiawakikapiti.co.nz

Te Ātiawa ki Whakarongotai Charitable Trust Board



- Position Description -

NGĀ MĀTĀPONO – PRINCIPLES:

The Principles of Ātiawa ki Whakarongotai are guided by the words:

“He korōria ki te Atua; He maungārongo ki te whenua; He whakaaro pai ki ngā tāngata katoa”

and include:

- (a) the preservation and protection of the spiritual well-being of the members of Ātiawa ki Whakarongotai; and
- (b) the preservation of the dignity and integrity of the members of Ātiawa ki Whakarongotai; and
- (c) the advancement of the members of Ātiawa ki Whakarongotai through the development of their social, cultural, economic and educational aspirations through competent leadership and the effective, efficient and totally accountable management of their commercial and non-commercial collective resources.

KAUPAPA – PURPOSES:

The purposes for which the Trust is established are to receive, hold, manage and administer the Trust Fund for every charitable purpose benefiting Ātiawa ki Whakarongotai whether it relates to the relief of poverty, the advancement of education or religion or any other matter beneficial to the community of Ātiawa ki Whakarongotai and all the members of Ātiawa ki Whakarongotai irrespective of where those members reside and for every such charitable purpose benefiting Māori who are not members of Ātiawa ki Whakarongotai; and members of the community generally.

POSITION:

BOARD MEMBER (TRUSTEE)

AUTHORITY/RESPONSIBILITY:

The Board of Trustees is the legal authority for Te Ātiawa ki Whakarongotai Charitable Trust.

As a member of the Board, a Trustee acts in a position of trust for Te Ātiawa ki Whakarongotai Iwi and is responsible for the effective governance.

QUALIFICATIONS/SKILLS:

Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel combined with an understanding of and commitment to Te Ātiawatanga.

TERM:

Trustees are elected by the membership and serve for a two-year term. The position has a meeting fee of \$150.00 per meeting attended for the 2017/18 year.

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REQUIREMENTS:

- Commitment to the work of the organisation
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel combined with an understanding and commitment to our iwi.
- Willingness to serve on Board committees and actively participate
- Attendance at monthly Board meetings
- A minimum time commitment of 8 hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting and key Te Ātiawa Iwi events
- Be informed of the services provided by the Trust and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest

MAJOR DUTIES:

- Governing Te Ātiawa ki Whakarongotai Charitable Trust by the policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for Te Ātiawa ki Whakarongotai Charitable Trust in meeting the needs of Te Ātiawa Iwi
- Recommend policy to the Board
- Promote Te Ātiawa ki Whakarongotai Charitable Trust and Te Ātiawa ki Whakarongotai Iwi through community networking, etc.
- Being accountable to members for any services provided and funds expended
- Monitors and evaluates the effectiveness of Te Ātiawa ki Whakarongotai Charitable Trust through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board in accordance with the Te Ātiawa ki Whakarongotai Charitable Trust Deed
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members and Te Ātiawa Iwi members and external stakeholders
- Be aware of and abstain from any conflict of interest
- To uphold the tikanga of Te Ātiawa ki Whakarongotai

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- Position Description –

PREFERRED TRUSTEE COMPETENCIES:

The following list of preferred competencies identifies the level of competency we are ideally seeking in a Trustee of Te Ātiawa ki Whakarongotai Charitable Trust Board.

A Matters of Te Ātiawa Tikanga and Te Reo Māori

Trustees should have a commitment to Te Ātiawa Tikanga and Te Reo Māori.

B Business Skills

Trustees should have a successful and a proven business record and should understand the reality and complexity of Iwi business.

C Leadership

Trustees must demonstrate leadership skills, leadership in directing the organisation and leadership to stakeholders.

D Strategic Thinker

Trustees must have the ability to think strategically and consider the wider perspective of issues. They must be able to distinguish between governance and operational matters.

E Commitment to Excellence

Trustees must have a commitment to excellence, both personally and for the Iwi as a whole.

F Decision Making

Trustees must be able to comprehend and distil issues, determine appropriate information and have courage to take effective decisions, even if unpopular decisions.

PERSONAL ATTRIBUTES:

A Profile

Trustees should have a well-regarded profile, particularly in the Te Ātiawa/ Kāpiti community.

B Commitment and Adding Value

Trustees must be committed to the development of Te Ātiawa and be able to commit the time and effort required to carry out their role as a Trustee of the Board effectively. A Trustee should strive to add value to the organisation in terms of strategic direction and through its decision-making process.

C Decision-Making

Trustees must have the ability to consider and make decisions which benefit the Trust and Te Ātiawa. They must demonstrate good judgement, common-sense and independence of thought, allowing for a wide perspective on issues.

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D Honesty and Integrity

Trustees must be able to demonstrate honesty and integrity at all times.

E Interpersonal and Communication Skills

Trustees must have good interpersonal skills, including the ability to interact and communicate with people from a wide variety of backgrounds and on a wide range of issues which include, but are not exclusive to, Te Ātiawa development, treaty issues, fishing industry and fisheries management, land development, Kāpiti local government policies, national government policies, and sustainability issues.

F Organisational Awareness

Trustees must have knowledge of the Te Ātiawa ki Whakarongotai Charitable Trust, its structure and the issues which are important to Iwi members.