**ASSOCIATE TRUSTEE – ROLE DESCRIPTION**

**AUTHORITY/RESPONSIBILITY:**

The Ngāti Tama ki Te Waipounamu Trust is the legal authority for Ngāti Tama ki Te Tauihu.

The Associate Trustee to the Board acts like a full Trustee without any associated legal authority or responsibility.

The Associate Trustee is expected to develop their skills to build capability within the Ngāti Tama ki Te Tauihu whānau as a potential future trustee, director, employee, appointed komiti member and/or mandated representative.

The Associate Trustee participates in Board meetings as though they were a fully elected member; is expected to act in a position of trust for whānau and is responsible for participating in the effective governance of the organisation.

The Associate Trustee must be a registered whānau member of Ngāti Tama ki Te Waipounamu Trust.

**TERM:**

The Associate Trustee is appointed by the Board and serves for a term of up to two years.

The next term will start in August 2021 and end at the 2023 Hui ā-Tau AGM (usually April).

**KEY OBJECTIVES:**

The objectives of the Associate Trustee of Ngāti Tama ki Te Waipounamu Trust are:

1. To develop an understanding of Ngāti Tama ki Te Waipounamu Trust’s strategic objectives and business goals while developing their leadership potential.
2. To fully participate in Board discussions regarding the prudent management of ngā taonga tuku iho, the whenua and resources entrusted for the benefit of current and future generations.
3. To fully participate in Board discussions ensuring ongoing accountability of the Board to all Ngāti Tama ki Te Waipounamu Trust whānau.
4. To effectively participate in the governance of the Trust’s business, strategies, and activities in accordance with the policies developed by the Board.
5. To represent where requested by the Board the position of the Trust with external stakeholders.
6. To act, where required, as appointed representatives of the Trust’s activities in subsidiary entities within the Trust Group, within agreed delegations and with appropriate indemnification.
7. To actively participate in discussions establishing overall long and short-term goals, objectives, and priorities for Ngāti Tama ki Te Waipounamu Trust in meeting the needs of whānau members.
8. To actively participate in monitoring and evaluating the effectiveness of Ngāti Tama ki Te Waipounamu Trust in meeting its goals through a regular review of programs and services.
9. To develop positive working relationships with Trustees and Trust Group staff.

**REQUIREMENTS:**

1. Commitment to the vision, mission, and values of Ngāti Tama ki Te Waipounamu Trust.
2. Understanding of Te Ture Whenua Maori Act 1993, Ngāti Koata, Ngāti Rārua, Ngāti Tama ki Te Tau Ihu, and Te Ātiawa o Te Waka-a-Māui Claims Settlement Act 2014, and other relevant legislative and constitutional requirements.
3. Knowledge and skills or demonstrated potential to develop in one or more areas: Strategic Planning, Communication, Business Acumen, Leadership, Tikanga Māori and Regional Māori Politics, Networking and/or Human Resources.
4. Attendance at ten or eleven monthly Board meetings per year, both face-to-face and online.
5. An approximate time commitment of ten hours per month, (includes meeting preparation and meeting time).
6. Attendance at the Annual General Meeting of whānau members.
7. Be informed of the business, activities, and services of Ngāti Tama ki Te Waipounamu Trust and other subsidiary entities within the Trust Group, and publicly support them; Prepare for and participate in the discussions of the Board.
8. Foster a positive working relationship with Trustees and Trust Group staff; and
9. Be aware of and abstain from any real or perceived conflict of interest.

# SIGNATURES

SIGNED BY )

**Ngāti Tama ki Te Waipounamu )**

**Trust** )

 )

 ) Trustee Associate Trustee

**IDEAL PERSON SPECIFICATIONS**

**Strategic Planning**

The ability to visualise the future impacts of opportunities and threats facing the Trust across its current and future operations, to understand the policies of the Trust and their parameters for executing them. The ability to undertake analysis of strategic options facing the Trust and through management, review options and oversee effective implementation.

**Communication**

The ability to communicate clearly with Trustees, management, komiti members, whānau, and the public. Clarity, conciseness, and ability to develop strong rapport are essential.

**Business Acumen**

Strong commercial abilities to identify opportunities, risks, and ultimate benefits to the Tama Group across commercial and investment activities. The ability to identify partnerships and joint ventures which will benefit the Trust’s diversified businesses.

**Leadership**

The ability to contribute to the development of a shared vision for the Trust and demonstrate the behaviours to make this a reality. To actively support this shared purpose and to guide management to implement it. To be able to carry the confidence of whānau through this process, and to inspire trust, openness and cooperation with key stakeholders and the public domain.

**Tikanga Māori and Regional Māori Politics**

The understanding of protocols, customs, and practices (ngā tikanga me ngā kawa) relevant to Ngāti Tama ki Te Tauihu and the Trust’s dealings with Māori stakeholders. The ability to interact with whānau and stakeholders in a Māori environment with comfort. In addition, knowledge of Iwi political considerations, treaty claim processes and key players will be important. The ability to work effectively in a culturally compatible manner with Iwi groups will be critical.

**Networking**

To be able to grow the alliances and networks of the Trust in both the public and private sectors. To effectively represent the Trust in public forums with credibility. To proactively identify the skills, connections and assets amongst businesses and public institutions, and to facilitate the Trust’s interaction with these groups. The flexibility to be able to network across cultures.

**Human Resources**

The ability to provide sound and practical understanding of employment legislation, organisational planning and development, recruitment, performance management and health and safety.