

COMMUNITY WELLBEING BOARD MEMBER

Position Description

Background and Purpose

The Purpose of the Community Wellbeing North Canterbury Trust (“Trust”) Board is to provide the overall governance and strategic direction of the Trust; including the development of policies and plans to achieve its vision and goals.

Key Board Activities

1. Review of the Trust Deed on an annual basis.
2. Development and regular review the Trust’s Strategic Plan.
3. Establishment of Sub-Committee Terms of Reference and monthly reporting on Subcommittee activities
4. Review of the Trust policies every three years.
5. Establishment of protocols for working with the Trust Manager.
6. Establishment of policies relating to investment and long-term financial plans.
7. Consideration of the fiscal implications of annual and long-term plans.
8. Monitoring of progress against KPIs for the Trust’s annual business plan through receiving monthly service reports.
9. Monitoring of the actions arising from the financial audit.
10. Evaluation of the Trust’s performance.
11. Ensuring that the Trust acts as a good employer of both paid and volunteer staff.
12. Ensuring that all practical steps are taken to meet the requirements of the Health and Safety at Work Act 2015.
13. Ensuring that all legal obligations and ethical standards are established, met, and reviewed
14. Recruitment of new Board members (with assistance from the Trust Manager)
15. Assistance with the Manager to raise the Trust’s profile in the wider community.
16. Establishment of the job description, terms of employment and performance standards for the Trust Manager.
17. Evaluation of the performance of the Trust Manager.
18. Ensuring that adequate internal systems operate in key functional areas.
19. Ensuring that the necessary resources (people, money, time, and equipment) are available to maintain quality Trust service delivery.
20. Ensuring that any complaints about the activities of the Trust, either from staff, volunteers, or clients. are received investigated and resolved.
21. Maintenance of strict confidentiality regarding any discussion or activity pertaining to the affairs of all staff, volunteers and /or clients of the Trust. This includes access to any documents, policies, procedures, and any other matters related to the governance, management, and operations of the Trust.

- 22 Ensuring that all documents, electronic or hard-copy, which relate to Trust operations are returned destroyed and/ or deleted upon the conclusion of their duties in this role.

Trust Board Member Tasks and Responsibilities:

1. Maintaining a sound understanding of the responsibilities and role of the Trust Board
2. Active and effective contribution to the Trust Board activities.
3. Regular attendance to monthly Board meetings and additional meetings when required
4. Preparation and contribution to the discussions on each agenda topic for every meeting by reviewing the provided reports, minutes, and actions.
5. Contribution to the formulation and review of the Trusts policies
6. Contribution to the Strategic Planning process
7. Ensuring that the Trust fulfils its legal obligations and meets ethical standards.
8. Ensuring that the Trust acts as a good employer to both paid and volunteer staff.
9. Participation in activities as required to represent the Trust in a professional manner.
10. Ensuring that the necessary resources (people, money, time, and equipment) are available to maintain quality Trust operations.
11. Ensuring that the Trust makes effective use of funding.
12. Participation in an annual Board performance evaluation and appropriate personal development training activities to ensure effectiveness as a Trust Board member.

Time Commitment and Meetings

1. The Trust Board meets at 5.30pm on the fourth Monday of each month, usually from January to November including an Annual General Meeting in October.
2. Unless otherwise advised, the meetings are held at the Community Wellbeing Boardroom in High Street Rangiora.
3. The Board member is expected to adequately prepare for each meeting and to participate willingly in Board activities, including extra meetings which may be required from time to time.
4. Overall, the time commitment is expected to be about 3-4 hours per meeting (preparation and attendance).
5. Board membership is voluntary, and no fees are paid (Mileage can be claimed for Board meeting attendance.)

Skills Required

1. Experience with governance or specific senior management functions i.e., legal, finance (investment, funding, human resources and recruitment, general management, operations management, volunteer management, community and social services and support, preferably within in the not-for-profit sector.
2. Consistently upholding Te Tiriti o Waitangi.
3. Competence in Tikanga and te reo Māori.
4. Effective communication, planning and time management skills.
5. The ability to communicate effectively.

6. Effective decision-making skills.
7. Sound knowledge of the Trust, its policies, objectives, and past decisions.
8. Active commitment to maintaining confidentiality.
9. The ability to work co-operatively and flexibly in a small group.
10. Empathy and a genuine willingness to improve the wellbeing of families in the communities of the Waimakariri and Hurunui districts.

Role Development

1. Seek to keep current with the requirements related to governance and the legal obligations of not-for-profit organisations.
2. Aim to continually critique systems to better meet the needs of the Trust to enhance overall efficiency and effectiveness.

Acceptance of Role and Signatories

I, the undersigned, agree to fulfil the duties of a Volunteer Trust Board member as described in this Position Description to the best of my ability.

Board Member: _____

Signature: _____ Date Signed: _____