

Process for the Nomination and Selection of Trustees at The Ngāti Tamaoho Trust 2023 Annual General Meeting

Sunday 13th August 2023

The Ngāti Tamaoho Trust (“Trust”) is seeking nominations from its membership to fill to **5 (five)** available positions on the Trust.

The successful nominees will be appointed at the Trust’s Annual General Meeting (“AGM”) on **Sunday 13th August 2023**. Subject to the final number of nominations received by the Trust and the maximum number of Trustees allowed under the trust deed, a larger number of new Trustees *may be* appointed.

For the above, this document comprises **three parts**:

1. **Part One:** A *profile description* of what is expected and required of candidates to be nominated for consideration as potential new Trustees.
2. **Part Two:** A *simple outline* of the nomination and selection process.
3. **Part Three:** The *template form* to be filled by nominees and required to be provided to the Trust by **Thursday 03rd August 2023**. This form includes the specific requirements to be met by each nominee.

In addition, candidates are encouraged to view further information about the Trust including;

- Certificate of Incorporation_(available from the Business Registers)
- [The Ngāti Tamaoho Trust](#) Charity details (available from the Charities Services)

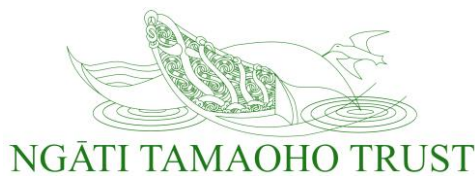
In case of any questions, please contact **Matekino Marshall** the Trust’s Tumuhare / Chief Executive:

M: 021 2458446

E: matekino@tamaoho.maori.nz

128 Hingaia Road, Karaka

PO Box 272-1652, Papakura Delivery Branch, Papakura, Auckland 2244



PLEASE SEND THIS APPLICATION AND ATTACHMENTS **BEFORE Thursday 03rd August 2023**

PART ONE: PROFILE DESCRIPTION – TRUSTEE OF THE NGĀTI TAMAOHO TRUST

POSITION TITLE: Trustee.

PRIMARY OBJECTIVE: To contribute to the effective and sustainable governance of The Ngāti Tamaoho Trust.

HOW APPOINTED: At the Annual General Meeting by Trust members

RESPONSIBLE TO: The Ngāti Tamaoho Trust

WORKING RELATIONSHIPS: Other Trustees and Tumahaere/CEO

RESPONSIBLE FOR:

1. Contributing to decision-making of the Trust

To ensure that decisions are made which are effective in meeting the needs of Ngāti Tamaoho and its members.

Key Tasks

- Prepare for meetings.
- Attend all meetings including the Annual General Meeting.
- Actively participate in decision-making on all The Ngāti Tamaoho Trust governance matters.
- Assist the process by adhering to agreed process (listening carefully to others, respecting difference, seeking win-win outcomes, etc.).

2. Assisting with tasks required of the Trust

To ensure that all work is undertaken and that the load is shared fairly amongst members

Key Tasks

- Identify issues needing attention, especially in relation to the Trust roles and responsibilities specified in the Trust Deed.
- Share specialist skills and knowledge where relevant.
- Provide necessary information as and when agreed.
- Contribute to regular tasks such as policy and structure review, annual and strategic planning and review, staff support and appraisal, support to Chairperson and other officers, trustee self-appraisal.
- Undertake *ad hoc* tasks as negotiated with the Trust Board.

3. Developing own governance skills

To develop competencies further.



Key Tasks

- Self-monitor performance in and contribution to the Trust Board.
- Participate in professional development activities relating to governance.

4. General

To contribute to the effective operation of the Ngāti Tamaoho Trust Board.

Key Tasks

- Adhere to relevant legislation.
- Adhere to organisational policies and procedures or, where this is not possible, report non-compliance.

This position description is intended to outline the general nature of the work. It is not an exhaustive list of the responsibilities, duties, etc. of the position.

EXPERIENCE AND COMPETENCE:

Required

- Good inter-personal skills, especially communication.
- Prior experience and qualifications in a not-for-profit governance role.

Desirable

- Specialist expertise relevant to not-for-profit governance.
- Finance or accounting experience, social sector experience and or environmental expertise

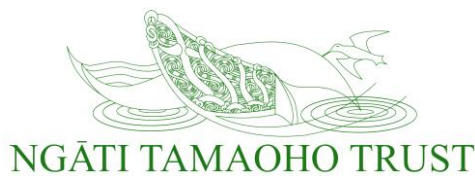
PERSONAL QUALITIES

Required

- Commitment to The Ngāti Tamaoho Trust deed.
- Commitment to the well-being of Ngāti Tamaoho.
- Enough time to prepare for and attend Board hui.
- Availability to meet outside normal hours.
- Meet legal requirements for Trustees.

Desirable

- Knowledge of Te Reo Māori me ona tikanga.



PART TWO: PROCESS OUTLINE - NOMINATION AND SELECTION OF TRUSTEES OF NGĀTI TAMAOHO TRUST

1. The Trust is seeking nominations from its membership to fill up to 5 (five) available positions on the Trust's Board of Trustees.
2. The successful nominees will be appointed at the Trust's AGM on **Sunday 13th August 2023**.
3. The trust deed allows up to a maximum of 12 (twelve) Trustees in total. *However*, the current Trustees consider that in practice a total of 7 (seven) Trustees is an appropriate total number of Trustees from an operational and functional perspective. If sufficient suitable nominations are received, a larger number of new Trustees *may be* appointed, but that is at the discretion of the existing Trustees.
4. There are 5 Trustee vacancies due to 3 Year Trustee terms ending for Tori Ngataki, Rachel Petero, Tukahia Ngataki, Teteira Rawiri and Toi Katipa.
5. Nominees wishing to be considered as candidates for this process must provide the Trust with a fully completed form using the template in Part Three of this document ("**Nomination Form**"). The fully completed Nomination Form must be provided to the Trust **no later than 5pm, Thursday 03rd August 2023**.
6. The Nomination Form must include endorsement of each candidate by at least **3 (three)** Ngāti Tamaoho registered beneficiaries that are:
 - 6.1 Each over 18 years of age; and
 - 6.2 Not immediate family members of the candidate (i.e., not their parents, partner, sibling, or children).
7. The Ngāti Tamaoho Trust management will receive and initially review the eligibility of all Nomination Forms. Then, the relevant information (as noted in Part Three –Nomination Form) will be provided to the current Trustees who will review it and appoint the new Trustees at the AGM on **Sunday 13th August 2023**.
8. If the number of suitable nominations received is under 5 (five) and they meet all requirements, then those nominees shall be appointed as new Trustees at the Annual General Meeting.
9. If there are more than 5 (five) suitable nominations received, a voting process will be carried out at the AGM by either of the following procedures (as applicable):
 - 9.1 **Show of hands:** If all Ngāti Tamaoho registered beneficiaries over 18 years of age that are present at the AGM approve to do so.
 - 9.2 **By Confidential Ballot:** If there is no agreement to vote by show of hands, then voting will be conducted at the AGM by allowing each Ngāti Tamaoho registered beneficiary over 18 years of age that is present at the AGM to place one voting paper with the name of their preferred candidate/s in a ballot box. Both the voting papers and the ballot box will be made available at the AGM should this process be necessary. The candidates receiving the highest voting up to filling the required positions will be appointed as new Trustees. The confidential nature of the ballot means that the identity of the voter will not be known by anyone once the voting paper is placed in the ballot box.
10. The term of the new Trustees shall be 3 (three) years from the date of their appointment.



PART THREE: TRUSTEE NOMINATION FORM – August 2023

*If at any time you need assistance in filling out this form or have any queries about the application process, please contact **Matekino Marshall**, the Trust’s Tumuhaere / Chief Executive:*

*MB: 021 2458446
 E: matekino@tamaoho.maori.nz
 128 Hingaia Road, Karaka,
 PO Box 272-1652, Papakura Delivery Branch, Papakura, Auckland 2244*

THE TRUSTEE NOMINATION FORM HAS SIX SECTIONS – PLEASE CHECK ALL COMPLETED

SECTION 1: CANDIDATE PERSONAL DETAILS

(Information provided in this section will NOT be made public to the Trustees of the Ngāti Tamaoho Trust).

Full Name:		
Member of Ngāti Tamaoho?	YES or NO	Date of birth:
Street No. and Street name:		Mobile:
Suburb: City/Town:		Other phone:
Post Code:		Email:

Image

For purposes of this application, we require a **photo** of yourself. Please attach a good quality jpeg or png photo when you email the completed application.



SECTION 2: CANDIDATE PROFILE

(Information provided in this section WILL be made public to the Trustees of The Ngāti Tamaoho Trust).

1. If elected, what are the ways that you think you can contribute as a Trust board member?

2. Are there other commitments in your life that may restrict your ability to participate fully in the The Ngāti Tamaoho Trust, and if so, how will you manage these?

3. How will you be able to place the organisation's purposes and interests first when making decisions as a Trust board member?



SECTION 3: RELEVANT EXPERIENCE

(Information in this section MAY be made public to the Trustees of Ngāti Tamaoho Trust)

Relevant positions, offices and/or employment held by the nominee

Organisation	Position	From (date)	To (date)	Paid or voluntary

Relevant education/training undertaken by the nominee

Year	Organisation	Qualification (if any)



SECTION 4: SUPPORTERS

This section requires that you provide endorsement to your nomination from **3 (three)** registered beneficiaries of Ngāti Tamaoho who are:

- Each over 18 years of age; and
- Not immediate family members of the candidate (i.e. not their parents, partner, siblings or children).

(Information in this section WILL NOT be made public to the Trustees of Ngāti Tamaoho Trust)

SUPPORTER 1

Full Name:		
Street No. and Street name:		Mobile:
Suburb: City/Town:		Other phone:
Email:		
Marae:		

Supporter 1 Signature: _____ **Date:** _____

SUPPORTER 2

Full Name:		
Street No. and Street name:		Mobile:
Suburb: City/Town:		Other phone:
Email:		
Marae:		

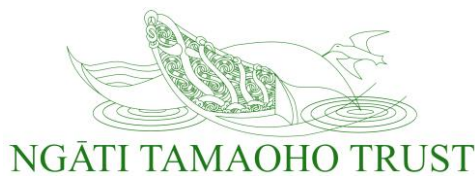
Supporter 2 Signature: _____ **Date:** _____



SUPPORTER 3

Full Name:		
Street No. and Street name:		Mobile:
Suburb: City/Town:		Other phone:
Email:		
Marae:		

Supporter 3 Signature: _____ **Date:** _____



SECTION 5: NOMINEE ACKNOWLEDGEMENTS

(Information in this section will NOT be made public to the Trustees of Ngāti Tamaoho Trust)

- I am not an undischarged bankrupt
- I am not under the age of 16 years
- I have not been convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) or tax evasion or other offence under section 143B of the Tax Administration Act 1994 and sentenced within the last seven years
- I am not prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
- I have not been disqualified from being an officer of a charitable entity by the Charities Registration Board under section 31(4) of the Charities Act 2005
- I am not subject to a property order under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
- I confirm I have no conflicts of interest with the Trust or any of its related entities.
- I acknowledge that before any appointment is made I will be required to undergo a criminal background check.
- I understand that if I am selected, I am required to participate in governance training within six months if I haven't already done this previously (equivalent of 18 hours)
- I agree that if any of the information I have supplied is false my role as a trustee may be terminated.

Candidate's Signature: _____ Date: _____



SECTION 6: FINAL STEPS

- All the questions in this Nomination Form are answered.
- The nominee has completed Section 5.
- Three registered beneficiaries of Ngāti Tamaoho who support the nomination have completed and signed Section 4.
- A copy of the nominee's photo is included.

PLEASE SEND THIS APPLICATION AND ATTACHMENTS **BEFORE Thursday 03rd August 2023** TO:

<p style="text-align: center;">Ngāti Tamaoho Trust: PO Box 272-1652, Papakura Delivery Branch, Papakura, Auckland 2244 (by mail) 128 Hingaia Road, Karaka (in person) info@tamaoho.maori.nz (by email)</p>
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Any application received after 5.00pm, **Thursday 03rd August 2023** cannot be accepted, and the candidate will be unable to be selected as a Trustee this year.