

26 September 2018

**Vision:** Te Haaro o te Kaahu ki Tuawhakarere / *See beyond the horizon - our future*

**Mission:** Mauri ora ki te mana Māori o Heretaunga / *To uplift the well-being of Heretaunga Māori*

Tēnā koe

Re: TToH Te Haaro Board of Trustees Elections 2018

Nominations are now open for Te Haaro Board of Trustees Elections 2018

## Notes:

- Only registered members of Ngāti Kahungunu Iwi Inc. are eligible to participate in the election process.
- Members must be 18 years or over.
- Nomination shall be by way of formal written nomination (enclosed) and signed by two registered members of the Hapū/Marae Group and countersigned by the nominee.
- You may nominate yourself, however you will still need to find two other nominators to complete the nomination form
- If more than 2 people are nominated at a marae TToH will conduct an election hui which will be held between November 24th and December 7th, 2018.
- Nominated persons should take note of the documents attached

## Important dates:

October 10th	Nominations open at 12 noon
November 9th	Electoral role closes
November 9th	Nominations close at 12 noon
November 24th	December 7th – Election hui held at each marae ( <i>if required</i> )
December 15th	Official election results released

Additional nomination packs can be found at [www.ttoh.iwi.nz](http://www.ttoh.iwi.nz) or collected from the main reception at 821 Orchard Road, Hastings.

Any inquiries should be directed to the Returning Officer via email: [Returning.Officer@ttoh.iwi.nz](mailto:Returning.Officer@ttoh.iwi.nz).

Ngā mihi



## PART A. Candidate to fill out

Full Name of Candidate

I consent to my nomination as a candidate for the position of Elected Representative to represent

Name the Marae you wish to represent from the list below:

- Houngarea Marae
- Kahuraniki Marae
- Korongata Marae
- Mangaroa Marae
- Matahiwi Marae
- Mihiroa Marae
- Omahu Marae
- Ruahapia Marae
- Runanga Marae
- Te Aranga Marae
- Te Awhina Marae
- Waimarama Marae
- Waipatu Marae

## Contact Details

Address

Contact phone

Mobile Phone  Work Phone

Email:

## I confirm that *(Please Tick)*

- I am a registered member of Ngāti Kahungunu Iwi Incorporated, and my name appears as verified on the Register
- I am aware of my responsibilities and obligations as an Elected Representative. I am not an employee of Te Taiwhenua o Heretaunga
- I am not adjudged bankrupt
- I am of sound body and mind, and able to perform the duties of an Elected Representative

If an election is required I wish my name to be shown on the voting paper as:

Signature of Candidate  Date

Please attach a photocopy of your identification (NZ Drivers License or Passport) - *not over 2 years expired*

## PART B. Nominator ONE to fill out

I confirm that:  
I am a Registered member of Ngāti Kahungunu Iwi Incorporated, 18 years or over

I hereby nominate:   
(Candidate name)

With his / her consent as a candidate for position of Elected Representative to Te Haaro Board of Trustees

Nominator Name

Address

Signature of Nominator  Date

## PART B. Nominator TWO to fill out

I confirm that:  
I am a Registered member of Ngāti Kahungunu Iwi Incorporated, 18 years or over

I hereby nominate:   
(Candidate name)

With his / her consent as a candidate for position of Elected Representative to Te Haaro Board of Trustees

Nominator Name

Address

Signature of Nominator  Date

Completed Nomination Form must be returned to the Returning Officer by **12 noon November 9th 2018**

Return by Email to: [returning.officer@ttoh.iwi.nz](mailto:returning.officer@ttoh.iwi.nz)

Return by post to: **AttN to: Returning Officer, Te Taiwhenua o Heretaunga, PO Box 718, Hastings**

## Trustee Governance Guide

As a Trustee of Te Taiwhenua o Heretaunga, you will have a complete induction programme aimed at deepening your understanding of TToH, the way it operates, your role and responsibilities.

There are three common areas of misunderstanding among new Trustees.

### 1. Your Role

It is a common misconception among new Trustees that they have been elected to represent the interests of their marae/hapū.

Your primary, legal duty is to always act in the best interests of Te Taiwhenua o Heretaunga as an organisation, and all its beneficiaries, not just the marae/hapū that elected you. The Trustee role is no different from that of a Director on a Corporate Board, with all the same legal obligations and responsibilities.

### 2. Governance-Operations

Another is that Trustees oversee daily operations at TToH. They are not. There is a clear legal distinction and separation of the roles of governance and operations.

The Board employs the Chief Executive Officer, who oversees running daily operations at TToH. The CEO reports to the board, enabling it to make informed decisions in relation to governance.

### 3. Conflict of Interest

All Trustees should be aware of the potential for Conflict of Interest.

From time to time situations may arise in which individual trustees could have, or could be perceived to have, a personal stake in matters to be considered by the Board. In such situations, Trustees may be considered “conflicted”. As stated above, your legal obligation is to act in the best interests of TToH and all its beneficiaries.

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## Trustee Position Description

### The Organisation

Established in 1985 Te Taiwhenua o Heretaunga (TToH) was the first legally formed Taiwhenua within Ngāti Kahungunu. Based in Hastings, TToH delivers kaupapa Māori health, education and social services to members who either whakapapa to Heretaunga marae or reside in the Heretaunga District. With approximately 8000 members receiving direct services and benefits, TToH reaches many through a range of programmes and initiatives including advocacy, sponsorship, donations, resource management, workforce development initiatives and Whānau Ora.

### Whānau Ora (Developing whānau well-being)

**Objective:** To develop, promote, foster and provide whānau well-being.

This will be achieved by:

- **Hauora**  
Delivering or facilitating access to, appropriate and accessible Hauora services that meet the needs of Māori in Heretaunga and improve whānau well-being.
- **Tautoko Whānau**  
Improving the social, cultural and economic well-being of whānau through the provision of, and facilitating access to, high quality and appropriate support services.
- **Whakaākoranga**  
Delivering or facilitating access to, high quality education programmes that meet the needs of Māori in Heretaunga, equipping whānau with the skills and knowledge to pursue their aspirations.
- **Taiao**  
Assisting our marae/hapū, whānau and communities to improve, protect and enhance the environments in which they live, work and play ensuring their sustainability.

### Te Tiriti o Waitangi (The Treaty of Waitangi)

**Objective:** Whakamana te Tiriti o Waitangi – upholding the Treaty of Waitangi.

This will be achieved by:

- **Rangatiratanga**  
Participating and forming partnerships with the Crown to reinforce their kawanatanga (governance) obligations, in particular, their obligation to protect tino rangatiratanga.
  - **Kawanatanga**  
Acknowledging and affirming the mana whenua rights of hapū to exercise authority over their own affairs and achieve their own rangatiratanga. Actively working with marae/hapū and whānau to achieve collective rangatiratanga.
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- **Oritetanga**

Recognising the government's obligation to oritetanga (equality) by reducing disparities through delivering kaupapa māori services. Ensuring marae/hapū and whānau have equitable access to government funded services.

### Whakahaere Kaupapa (Advancing the purpose)

**Objective:** To do anything necessary, helpful and lawful, for the advancement of the kaupapa and achievement of the *above* objects within the charitable purpose of the Trust.

### Statutory Duties

The statutory duties of a Te Haaro Trustee are:

- To ensure TToH pursues its objectives and charitable purposes as defined in the Constitution.
- To ensure TToH complies with its governing document (constitution), charity law, company law and any other relevant legislation or regulations.
- To ensure TToH uses its resources exclusively in pursuance of its objectives.
- To contribute actively to Te Haaro Board's role in giving firm strategic direction to the Organisation – defining goals, setting targets and evaluating performance against agreed targets.
- To ensure the financial stability of the Organisation.
- To safeguard the good name and values of TToH.
- To ensure the effective and efficient administration of the Organisation.
- To maximise the assets and minimise the liabilities of the Trust.

### General Responsibilities

The general responsibilities of a Te Haaro Board Trustee are:

- **Organisation knowledge**  
Maintaining a working knowledge of the foundation documents specific to TToH (constitution, mission and values, strategic plan, policies "rules").
  - **Tikanga**  
Ensuring the Board functions in accord with Ngāti Kahungunu ki Heretaunga Tikanga.
  - **External environment monitoring**
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Maintaining awareness of potential future external influences on the achievement of TToH strategic goals.

- **Minimising** potential conflicts of interest.
- **Preparing for Board meetings**  
Notifying the Chair of any individual absence.
- **Being mindful of the Board's overall roles and responsibilities:**
  - i. Establishing and maintaining foundation documents.
  - ii. Devising, implementing and continually updating strategies.
  - iii. Monitoring performance.
  - iv. Ensuring compliance.
- **Meetings**  
Making an active and thoughtful contribution to meetings while avoiding irrelevant matters or statements.
- **Assisting TToH directly** as follows but only as agreed and recorded by Board meetings, acknowledging the difference between governance and administration tasks and using the Trustees external networks where appropriate:
  - i. Providing specialist advice or expertise to the Organisation
  - ii. Involvement in Te Haaro Board committees or Rūnanga
  - iii. Lobbying or representing TToH to external parties.

## Trustee Competencies

The following competencies listed are sought in elected Trustees. While it is not expected that any appointee would possess all these competencies, strong skills in at least some areas and a willingness to learn are essential. A balance of various skills across Te Haaro Board will be sought.

- **Governance orientation**  
An understanding and performance of governance functions and distinguishing governance from management.
  - **Tikanga**  
Understanding of what TToH represents its values and what is required to protect this.
  - **Representation**  
The knowledge and contacts to effectively represent the hapū/marae which has elected the Trustee.
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- **Informed business judgment**  
The ability to make sensible, astute business decisions and recommendations based on reasonable assumptions and factual information, including the ability to deal with uncertainty, risk, incomplete information and complexity, both in the present and extending out several years.
  - **Social services**  
Understanding the wider area of social services for TToH members.
  - **Perspective or vision**  
Possesses the ability to see the wider picture and future opportunities and risks, the possible implications and impact of these and in particular to take an intergenerational view.
  - **Compliance knowledge**  
Understanding and complying with fiduciary responsibilities and legal frameworks for trustees and directors in NZ.
  - **Financial fluency**  
Understanding basic financial concepts to assess current financial performance and maintain a focus on future financial conditions.
  - **Critical thinking**  
Able to analyse, assess, evaluate, distil and question information.
  - **Strategy and culture**  
Able to contribute to strategy formation and implementation and the development of organisation culture based on vision and values. Maintains a strategic outlook and reflects on strategic goals when monitoring achievements and variance from plans, comprehending relevant external environments.
  - **Quantity vs. Quality**  
**Understanding** the need to balance growth against maintaining high quality outcomes.
  - **Performance monitoring**  
Experience in setting and monitoring key performance indicators that are consistent with strategic goals
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