

NGĀTI MAKINO IWI AUTHORITY

TRUSTEE NOMINATION FORM

We, (Three Nominators required)

..... (Name of Nominator 1), and

..... (Name of Nominator 2)

..... (Name of Nominator 3)

being Adult members of Ngāti Makino shown on the Ngāti Makino Iwi Register.

DO HEREBY NOMINATE as a Candidate for the election of Trustees to Ngāti Makino Iwi Authority:

Enter the Candidate details here.

Name:

Address:.....

Phone:.....

Nominators to sign here.

Nominator 1 Signature:.....

Address.....

Nominator 2 Signature:.....

Address:.....

Nominator 3 Signature:.....

Address:.....

Candidate to enter their name here.

I, (Full Name)

.....
hereby accept the nomination and declare that I am not precluded from holding office as defined in terms of **clause 6.6 of Schedule 2 of the Trust Deed**, if declared elected I will be bound by the terms of the Trust Deed and other obligations of a trustee, and I authorise the secretary of the Trust to make any enquiries necessary to confirm any aspect of this declaration. I have completed the Curriculum Vitae and Statement of Experience.

Candidate to sign here.

SIGNED:DATE:.....

CLOSING DATE:

Nominations must be received at the office of the Returning Officer, PO Box 1712, Level 1 GHA Centre, 1108 Fenton St, Rotorua no later than **3:00 pm on Monday 21 September 2020**. Nominations from Non Registered persons or received after that time and date will be invalid.

Office Use:
Date received:

.....
Register No:

.....
Register No.

.....

CURRICULUM VITAE AND STATEMENT OF EXPERIENCE

This statement will be included with the Voting Pack to be sent to Registered Adult Members (OR YOU MAY PROVIDE A SEPARATE ONE PAGE STATEMENT OR PERSONAL PROFILE)

NAME OF CANDIDATE:.....

Candidates Curriculum Vitae and Statement of Experience relevant to the position of Trustee:

A large empty rectangular box with a black border, intended for candidates to provide their Curriculum Vitae and Statement of Experience relevant to the position of Trustee.

ELIGIBILITY FOR NOMINATION

[Clause 6.7 Second Schedule]

Notwithstanding the forgoing rules of this Schedule, an Adult Registered Member of Ngāti Makino shall not be eligible for nomination as a candidate for election as a Trustee if he or she:

- (a) is or has ever been convicted of an offence involving dishonesty as defined in section 2(1) of the Crimes Act 1961, or an offence under section 373(4) of the Companies Act 1993 (unless that person is an eligible individual for the purposes of the Criminal Records (Clean Slate Act 2004);
- (b) is bankrupt and or has made any composition or arrangement with his or her creditors.
- (c) has been convicted of an indictable offence; or
- (d) is subject to a compulsory treatment order under the Mental Health (Compulsory Treatment and Assessment) Act 1992 or becomes subject to a care and protection order under the Protection of Personal and Property Rights Act 1988;
- (e) has within the last three (3) years been removed from the office of Trustee in accordance with *clause 22.3* of this Trust Deed.

NGĀTI MAKINO IWI AUTHORITY TRUSTEE POSITION DESCRIPTION

Trustees are elected by iwi members and may not initially meet some of the ideal criteria for the position, but will be expected to engage in professional development during their terms of office.

Trustees' duties

The specific duties of Trustees, including the Chairman, are set out in the Trust Deed, and include:

1. Acting in the best interests of the Iwi Authority;
2. To frequently refer to the stated objects of the Iwi Authority for guidance; and
3. Acting with care, diligence, prudence and good judgment expected of business people managing the affairs of others.

The main responsibilities of trustees are to:

- Act in the interests of the organisation as a whole over their own or family interests;
- Make sure they request or otherwise get the information they need to base their decisions on;
- Ensure that all reporting, financial or otherwise, from the organisation to iwi and other stakeholders is accurate and not misleading;
- Be aware of the legislation relating to the Iwi Authority and ensure that legislation is complied with;
- Attend board meetings and send formal apologies if unable to attend;
- Contribute to debate in an informed and constructive manner;
- Respect confidential information; and
- Accept collective responsibility for all decisions.

The Trustees are required to:

- Commit to the work of the organisation;
- Have or develop knowledge and skills in one or more areas of board governance, strategy, policy, finance, marketing and HR;
- Be willing to serve on at least one sub-committee if required;
- Attend monthly board meetings;
- Give a time commitment of at least eight hours per month;
- Attend the Annual General Meeting;
- Ensure they are informed of the activities of the Iwi Authority and publicly support them. If unable to actively support any activity or decision, a Trustee must ensure that he or she does not publicly criticise the decision while holding office as a Trustee;
- Prepare for and participate in discussions and the deliberations of the board;
- Foster a positive working relationship with other board members, staff, iwi and the community; and
- Consider report and abstain from discussion and voting if they have any conflicts of interest.

The Trustees are expected to:

- Have a thorough understanding of Ngāti Makino Iwi Authority's business;
- Have a good understanding of the Trust Deed, trust law and board policy; and
- Maintain a sense of humour and balance no matter how pressured the situation.

Key performance indicators for the Trustees

Key performance standards accepted for board members include:

- Being loyal to the organisation and its membership;
- Avoiding conflicts of interest;
- Not exercising individual authority over staff or the Iwi Authority;
- Dealing with the public, iwi, staff and each other in a fair, ethical and straightforward manner
- Being prepared for, and actively participating in board and committee meetings;
- Fostering a friendly, positive working relationship between board and staff;
- Maintaining confidentiality of board business; and
- Speaking positively about the organisation to the public.

Trustees should not:

- Quote other members' comments outside the board room. The board needs to be seen to speak with unity;
- Go directly to Iwi Authority staff for information or other requests; and
- Commit to expenses without the authority of the board, for example, commissioning external advice without getting prior approval.