# Trustee job description

*Original policy passed on ……………….*

*Policy updated at the trustees’ meeting on …………….*

*Policy due for review in ……………*

**1. Background and purpose of (organisation)**

**2. The trustees**

Under its Trust Deed, **(organisation)** is required to have between 1 – 8 trustees, appointed for an initial term of up to three years. On the expiry of their term, a trustee may be appointed for a further period not exceeding three years.

The trustees generally meet on these days and times …

All trustees give their time voluntarily. Travel and accommodation for meeting expenses is paid. Trustees bring a broad range of backgrounds and experiences to their roles.

**3. Function of the Board of Trustees**

The functions of the Board of Trustees are to:

* provide effective governance of the organisation in:
	+ articulating the organisation’s values, vision, mission and strategies
	+ approving the strategic direction and strategic priorities for the organisation
	+ communicating the values, vision, mission and strategies of the organisation by maintaining open lines of communication through the organisation and with external stakeholders
	+ monitoring the performance of the Executive Director against agreed performance indicators
	+ reviewing and approving the annual business plans and annual budget proposed by the Executive Director
	+ monitoring the achievement of the strategic and business plans and annual budget outcomes
	+ ensuring all compliance obligations and functions are effectively discharged
	+ undertaking an annual trustee self-evaluation programme, with follow-up action to deal with any issues arising
	+ ensuring all significant systems and procedures are in place for the organisation to run effectively and efficiently, and to meet all legal and contractual requirements
	+ ensuring all significant risks are adequately considered and accounted for by the Executive Director
	+ ensuring the organisation has appropriate corporate governance structures in place, including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

In addition to contributing general governance, all trustees are also expected to:

* have a commitment to the goals of **(organisation)**
* act always in the best interests of the organisation and share accountability for decisions
* be well-informed on key issues and able to exercise their reasonable judgment in making decisions
* respect different perspectives and engage constructively and openly in discussion
* be active in seeking the views of others
* make a commitment of time for meetings, and to provide support for **(organisation)** in developing key relationships and in relation to key events
* ensuring the deliberations of the board are informed by stakeholder perspectives.

**4. Specific requirements**

The Trust Deed identifies one or more of the following areas of expertise as being important to have on the board:

* 1. community arts
	2. public affairs at regional, national and international levels
	3. marketing
	4. commerce
	5. sponsorship
	6. health, justice or welfare administration
	7. social science research
	8. arts and disability
	9. Māori

In terms of the current vacancy, preference will be given to a potential trustee who has skills and experience in the specific areas of …..

This policy was approved by the Board at the meeting held on (date) and is due for review in (date).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed

Trust Chair