

Trustee – Harbour Hockey Charitable Trust Position description

Principal purpose of role

To govern the Harbour Hockey Charitable Trust ‘the Trust’, and to work to achieve the exclusively charitable objects and purposes of the Trust.

To act on the Trust’s behalf; honestly, in good faith and in the best interests of the Trust and in so doing, to support the Trust in fulfilling its objects and discharging its accountabilities.

Primary duties

In concert with the rest of the Trustees, the Trustee will:

- Set the strategic direction and priorities for the Trust;
- Agree the annual plan and management performance expectations;
- Set policy and management performance expectations;
- Identify and manage risks;
- Monitor and evaluate the Trust’s performance;
- Contribute to the creation (and not merely the preservation) of stakeholder value;
- Carry out allocated duties in respect of delivering the above requirements; and
- Ensure the Trust is meeting its charitable objects and obligations.

The Trustee shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Trustees with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Trust.

The Trustee will add value through observing the NZ Institute of Directors’ four pillars of good governance, being:

- Determination of purpose
- An effective governance culture
- Holding to account
- Effective compliance

Scope of position

The Trustee is a fully accountable member of the Trust. If required, Trustees are also expected to be available for subcommittees, including:

- Audit, finance and risk subcommittee
- Funding subcommittee
- National Hockey Centre Governance Committee (cross-organisation subcommittee)
- Project development subcommittee

Appointment and tenure

The Trustee is appointed for a period of three years with the option to stand for one further term of three years, as per the Trust’s rotation policy.

Time commitment

An estimated commitment of around ten hours per month plus attendance of at least one weekend/ planning day per year. This includes Trustee meetings.

Conflict of interest

The Trustee should be free of significant conflicts of interest and declare any matters that may impact on performance as a Trustee.

Personal abilities and skills

The Trustee should ideally have the following abilities:

General:

- To have a strategic perspective, and see the implications and impacts on issues in the broader sense;
- To make sensible, astute recommendations and decisions;
- To interpret both factual and conceptual information and make sound judgements based on that information;
- To appropriately represent the Trust where required, particularly in respect of stakeholder engagement and funding strategies;
- To be able to distinguish between the separate but complementary roles of governance and management;
- With the charitable and not-for-profit purpose of the Trust in mind (i.e. a lean organisation), to carry out specific management functions on behalf of the Trust, if/when resources are not available.

Strategic:

- To understand the role and obligations of the Trust and its relationship to key stakeholders;
- To ensure that strategies and business plans are adopted that will deliver the Trust's vision and objects; and
- To look beyond the short-term and ensure that the Trust adopts a longer-term, stewardship approach.

The Environment:

- Knowledge of and/or experience in sport (especially hockey?) and/or the not-for-profit sector.

Analytical:

- To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
- To interpret legal and technical advice and its significance and meaning to the Trust's strategic goals;
- To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
- To remain objective and measured under pressure.

Interpersonal:

- To participate actively and harmoniously, respecting and valuing the diverse views of others and contributing to effective teamwork;
- To articulate a point of view in a coherent and persuasive manner without dominating the Trust's proceedings; and
- Ability to maintain an independent point of view when others disagree.