

NEW TRUSTEE NOMINATION FORM

Hora Te Pai Health Service Charitable Trust

24 October 2023

The Board of Hora Te Pai Health Service Charitable Trust has three Board vacancies. The vacancies arise from existing board members having completed their current term in the role. All three members have made themselves available for re-appointment. Two vacancies are technical in nature, with one requiring clinical qualifications and the other financial expertise and experience.

We have attached a background sheet to this form for your information. Please feel free to contact Anthea Napier, Secretary anthea.amatiatia@gmail.com or 02102112727 if you would like further information.

I,		nominate	
	[Insert nominator name]		[Insert name of nominee]
To be a Trustee of Hora Te Pai Health Service Charitable Trust.		<i>Signed by nominator:</i>	
I, _____ accept the nomination			
[Print name of nominee]			
To be a Trustee of Hora Te Pai Health Service Charitable Trust.		<i>Signed by nominee:</i>	

Please ensure that the nominee signs this form before marking the envelope "Confidential". The completed form should be sent to the Board Secretary, P O Box 54, Ōtaki 5512 or sent via email to marked "Confidential Nomination" in the subject line.

General Information Sheet

Call for Trustee Nominations 24 October 2023

Who are Hora Te Pai Health Service Charitable Trust?

Hora Te Pai is a kaupapa Māori health service which was first established in 1990. During 2010 a new Trust called Hora Te Pai Health Service Charitable Trust was established to support the ongoing provision of health care to Māori, Pacific and low socio-economic people of the Kāpiti region enrolled in the service.

The Hora Te Pai Health Service has been providing health care and community health support within Kapiti for 33 years. During this time the service has grown and expanded and now provides General Practice, nursing and community health support services.

The Trustees are dedicated to ensuring the best of services to our clients and aim to improve and increase these services in the future for the benefit of all including the providers. Current Trustees are Chris Gerretzen (Chair), Daphne Luke (Deputy Chair), Di Grennell, Karen-Ann Thomas, Cassidy Pidduck, Tio Taiaki and Ana Winiata.

Trustees will prepare for and attend monthly Trust Board meetings and perform other Trust obligations as required and agreed by the Board.

What is the term of appointment for a Trustee and general meeting arrangements?

The Trustee term is two (2) years. They may be reappointed for up to three terms.

There are monthly meetings, that generally last two hours. They are usually held on the last Friday of the month at 7.30am either online or in person.

Preparation time for meetings will require between one and two hours.

A meeting fee of \$150 and reasonable travel expense reimbursements are payable to Trustees. Reimbursement of expenses for requested attendance at additional meetings will also be made. (All payments are taxable).

What are the specific requirements of a Hora Te Pai Trustee?

ATTRIBUTES	SKILLS (GOVERNANCE)
<ul style="list-style-type: none"> • Professionalism and civility • Ethical, open, honest and trustworthy with high levels of integrity: Kia tika, kai pono • Able to work as a team player - Mahi tahi • Prepared to work hard and commit the necessary time and effort to the role • Available to promote Hora Te Pai within the Community. This may involve supporting presentations to staff, community and funders • Knowledge and understanding of the realities of Māori living with illness, especially those physically or financially disadvantaged • Able to disagree without being disagreeable • Follows through on commitments • Has strong equity focus and is whānau well-being focused • Understands Hora Te Pai service as it relates to the enrolled population 	<ul style="list-style-type: none"> • Able to make sound decisions based on evidence and good information • Understands fiduciary duties, good governance principles and stewardship principles • Regulatory Risk Management • Understands Audit & Risk functions • Policy development • Identifies and manages third party interests - is mitigation oriented • Demonstrates good corporate and Māori governance experience • Engages in analysis of political context, policy and funder expectations • Māori leadership on the Board and in the organisation • Is an active member of the community; able to test ideas, share communication, and provide two-way feedback. • Distinguishes between governance and operational matters
SKILLS (GENERAL)	EXPERIENCE
<ul style="list-style-type: none"> • Strong financial literacy • Effective oral communication skills • Able to contribute to annual planning • Able to establish quality relationships (internal and external) • Is independent and inquisitive • An ability to think strategically • To be skilled in analytical, critical reasoning and have problem-solving skills • Is well prepared for meetings • 	<ul style="list-style-type: none"> • Understanding the principles of risk management • Knowledge of the Treaty of Waitangi with an understanding of local Māori iwi • An understanding and respect of cultural diversity • Engages in Board discussions and adds value • The maturity and experience to develop and maintain appropriate relationships with fellow trustees, and management and staff of Hora Te Pai.

FINANCE TRUSTEE	CLINICAL TRUSTEE
<ul style="list-style-type: none"> • Budgeting, financial reporting, investment management • Financial oversight, and external audits • Fiduciary duties, good governance principles and stewardship principles • Knowledge of the role and functions of the external auditor and who currently undertake this role. • Knowledge of the key reports and assurances that external audit will provide. • Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken. • Maintains a good relationship with finance team, accountant and auditors • Likely Chair of Finance, Audit, Investment and Risk Committee. 	<ul style="list-style-type: none"> • Maintain an understanding of health and disability issues and services within Hora Te Pai • Knowledge of relevant legislation, risks and challenges associated with major service areas • A clinical qualification is necessary • Able to lead change in attitudes, policy, systems and processes and provides consistent and timely guidance to the organisation • Supports professional competence and practice improvement • Oversees clinical risk management • Maintains a good relationship with clinical team