**TRUSTEE BRIEF**

**About Northland Community Foundation**

Northland Community Foundation (NCF) is a charitable organisation working to attract donations and gifts in Wills to build a permanent pool of locally held funds to support local communities and make a lasting difference to Te Tai Tokerau Northland.

Our key roles are:

* Attracting and managing donations/gifts in Wills (bequests) made by Northlanders for Northland and utilising Craigs Investment Partners to invest those funds.
* Attracting and managing donations made to Te Whatu Ora Te Tai Tokerau (formerly Northland DHB) and using that funding to purchase equipment or support projects that aren’t funded by government.
* Being a Local Donation Manager delivering community funding on behalf of The Tindall Foundation for the Northland region in the ‘families’ category.

**What is a community foundation?**

Based on a successful international model, NCF was established by The Tindall Foundation in 2004 and is one of 17 community foundations working for their community around Aotearoa New Zealand.

Community foundations have been developed to support and encourage philanthropic giving and provide individuals, families, groups, corporations and not-for-profit organisations an easy and satisfying way of giving something of real value back to the community that they care about. Donors establish endowment funds under NCF’s legal structure and all donations are pooled and invested. The income generated from this investment is used over time to support charitable projects and organisations and to help build healthy resilient communities.

NCF provides all the tax advantages of charitable giving, the long-term benefits of endowment funding, and the ability to establish a named legacy fund set up as per the donors wishes.

**Northland Community Foundation’s Board of Trustees**

Northland Community Foundation’sBoard consists of 5-9 independent Trustees, each serving a 3-year term, with eligibility for reappointment for two further 3-year terms. One of these Trustees is appointed by Te Whatu Ora Te Tai Tokerau, while the remaining Trustees are appointed by the board. The upcoming scheduled retirement of Trustees means we require new Trustees to replace them.

Northland Community Foundation is seeking community-minded people with strong local networks and governance capability to join their dedicated voluntary Board of Trustees. This is a rewarding and crucial role joining an existing team of governance locals who are managing donor relationships, building a new endowment asset for the region and making crucial granting decisions for funding priorities, based on community needs and opportunities.

**The role of Trustees**

This is a voluntary role. There are generally six Board meetings per year. Since the Foundation’s objective is to include representatives on the board from all regions of Te Tai Tokerau Northland, we aim to minimise the amount of travel required by limiting in-person full-board meetings to two per year, with remaining meetings being held over Zoom/Teams. The Foundation can assist with travel costs if required.

Some aspects of governance are advised by sub-committees, consisting of a mix of trustees and external members. They meet regularly throughout the year, and some require a more specific skillset than others:

* Finance sub-committee
* Investment sub-committee
* Distribution/Grants sub-committee
* Donor relations sub-committee
* Regional sub-committees

**Appointment of new Trustees**

In considering new appointments to the Board, the following personal characteristics, experience and knowledge are preferred:

* Integrity and high ethical standards
* Sound judgement
* Tact, diplomacy and sensitivity
* Independent thought
* Impartiality
* Commitment to Te Tai Tokerau as a whole and/or your local community within it
* Special knowledge in specific areas – which may include community development, investment management, law, accountancy, stakeholder development, philanthropy or fundraising, sales/marketing and PR
* Strong networks
* Sound understanding of governance (obligations, processes and intent)

The board composition is intended to include representatives from all regions of Te Tai Tokerau Northland, with a mix of age, gender and race. At this stage, we are particularly looking to increase the Māori representation on our board to reflect our commitment to growing our knowledge and understanding of what it means to work in partnership with Māori in communities.

**Expectations of Trustees**

It is expected that Trustees will:

* Attend the regular Board meetings (approximately six per year) and AGM
* Demonstrate commitment to the mission, vision and values of Northland Community Foundation
* Provide a link to the community, particularly in their local community/region
* Devote the necessary time to Board orientation and preparation for Board meetings
* Support and respond to communications from the Foundation’s Chief Executive and Community Engagement Manager
* Represent Northland Community Foundation at events and meetings
* Exercise:
	+ Leadership
	+ Teamwork / consensus building
	+ Sound judgement on difficult and complex matters that came to the Board
* Show a willingness to contribute financially to the best of their ability
* Demonstrate personal integrity and objectivity
* Declare any conflict of interest that would prevent them from discharging their responsibilities as a Trustee
* Have a willingness to ‘open the door’ to individuals, organisations or businesses who may be able to advance the work of Northland Community Foundation
* Serve as an ‘ambassador’ of Northland Community Foundation through conversations and/or presentations with individuals and community groups.
* Advocate for and promote the Foundation and help raise our profile as a philanthropic organisation
* Assist in particular areas (e.g. legal, accounting, business, governance, marketing etc) if they have expertise in that area
* Take on roles in sub-committees as required

**Introduction and induction**

We are governed by our Trust Deed and operate as per our detailed Policy Manual. These documents provide us with a thorough induction process for new Trustees. Our current Trustees and staff will work with you through the induction process, providing you with all the necessary information to understand how our governance and operational procedures work.