

POSITION DESCRIPTION

Job Title: Representative to Te Runanga o Ngäi Tahu

Location: Rapaki

Rünanga: Te Hapü o Ngäti Wheke

Reports to: Rünanga Monthly meetings

Positions reviewed by the Appointments Committee

Organisational Culture

Vision: Te Hapu o Ngati Wheke runanga vision - To be a Runanga that aspires to the holistic wellbeing of whanau

Mission: To create an environment which nurtures the development, dignity and independence of the whanau.

1 Positions Goal

The position of the Rünanga Representative is to represent the interests of Te Hapü o Ngati Wheke at the tribal council of Te Runanga o Ngai Tahu whilst recognising the best interests of Ngäi Tahu whanui are to be borne in mind (Clause 15c of the Te Rünanga o Ngäi Tahu Act 1996).

The position of the Alternate is to act fully and wholly as the Runanga Representative in the event that Rünanga Representative is not able to fulfil any of his or her functions. This requires maintaining an up to date appreciation of Te Runanga o Ngai Tahu business and those matters being addressed through the Representative.

The Runanga Representative and Alternate are by nature of their position expected to be the two most informed people within the Runanga membership on Te Runanga o Ngäi Tahu business. It is expected they will work closely as a team with each providing a key sounding board for the other.

Clause 15c. (Te Runanga o Ngai Tahu Act 1996)

Shall not act or agree to act in a manner that prejudices or discriminates against, any Papatipu Runanga of Ngai Tahu or any hapü unless Te Runanga o Ngai Tahu belle yes on reasonable grounds that the best interests of Ngai Tahu Whänui as a whole required Te Runanga o Ngai Tahu to act in that manner.

2 Reporting

The Representative is responsible to the whole Rünanga and as such is required to report to the monthly meetings of Te Hapu o Ngati Wheke.

The positions of the Representative and Alternate will be monitored by the Appointments Panel who will conduct reviews of performance at least annually, and at other times when in the opinion of the Chair of Panel, it is in the best interests of the Rünanga to review the performance and appointments of the incumbent Representative and Alternate.

3 Functional Relationships

- Alternate/Representative
- Runanga members attending hui convened to discuss TRONT related Kaupapa
- Runanga Executive
- Runanga Administrative Officer
- Other Runanga representatives, in particular those from neighbouring Runanga from Koukouràrata, Onuku, Wairewa, Taumutu and Tuahiwi.

4 Primary Areas of Responsibility

- Report at least monthly and attend Runanga meetings; and
- Ensure relevant issues of importance are communicated to the Runanga; and
- Maintain good communication with Te Hapu o Ngati Wheke so as to ensure appropriate representation; and
- To represent first and foremost the interests of Te Hapu o Ngati Wheke to Te Runanga o Ngāi Tahu
- The Representative to make an informed judgement based on information presented at the time if the interest should conflict with Ngāi Tahu whanui as per clause 15(c)
- (unless they conflict with the interests of Ngāi Tahu Whanui as per clause 15 (c) or the best judgement of the Representative)

5 Key Tasks

- To attend Te Runanga o Ngāi Tahu meetings, wānanga and training.
- To act in a governance capacity at Te Runanga o Ngai Tahu
- To be familiar with Te Rūnanga o Ngai Tahu legislation, Charter provisions and policy.
- To maintain a sound working relationship with Te Hapū o Ngāti Wheke Alternate to Te Runanga o Ngāi Tahu
- To act as a linkage between Te Rūnanga o Ngāi Tahu and Te Hapu o Ngati Wheke.
- To report monthly in writing and verbally to To Hapū o Ngāti Wheke meetings.
- To facilitate meetings of interested Rūnanga members on agenda items and decision papers of each Te Rūnanga o Ngāi Tahu meeting.
- To liaise with the Office Administrator in arranging papers for the pre Te Runanga o Ngāi Tahu briefings.

- To advise Te Hapu o Ngati Wheke of current issues and policy of Te Runanga o Ngäi Tahu.
- To have a sound knowledge of Te Hapü o Ngati Wheke policy and views on current issues
- To advocate at the Te Runanga o Ngai Tahu level issues and views of Rapaki.
- To act in a manner consistent with the standard and expectations of Te Hapü o Ngati Wheke as outlined in the Terms of Reference related to this role.
- To communicate with the Chair, Executive and other Runanga members recognised as having a particular interest in given Kaupapa related to Te Runanga o Ngäi Tahu and its business.
- To continually up-skill self in governance standards and procedures
- To maintain a sound working relationship with Te Hapu o Ngati Wheke

6. Ideal Person specification

- Experience of Te Hapu o Ngäti Wheke people and values
- Ability to maintain linkage with Te Hapu o Ngäti Wheke and the Marae
- Strong sense of affiliation to Te Hapu o Ngäti Wheke
- Capacity to undertake positions of responsibility
- Ability to influence
- Good communicator
- Ability to read and absorb detailed and voluminous material
- Understanding of tikanga
- Commitment to Ngäi Tahu whanui
- Integrity
- Physical well being
- Responsible
- Governance experience or aptitude
- Good record of punctuality and regular meeting attendance

Must not be disqualified as per TRONT Charter Clause 6.12

Clause 6.12 Runanga Representatives not to be certain persons: A person will be automatically disqualified from holding, and (where practicable) will cease to hold, office as a Runanga Representative if that person is:

(a) a company, society or other non-natural person; or

(b) an employee of Te Runanga Group; or

- (c) a prohibited person under section 382, 383, or 385 of the Companies Act 1993; or
- (d) a prohibited person under section 19(2)(c) of the Charities Act 2005; or
- (e) a person who is an un-discharged bankrupt; or
- (f) a person who is less than 18 years of age; or
- (g) a person for whom a compulsory treatment order is in force under the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
- (h) a person for whom a property order or personal order is in force under the Protection of Personal and property Rights Act 1988; or
- (i) a person otherwise disqualified by any other enactment which may be in force from time to time.

Knowledge of management and governance split

Team worker

Empathy with sound meeting procedures

Computer literate

7 Remuneration and Expenses - Representative

\$30,000.00 per annum, based on:

- a retainer of \$15,000.00
- the remaining \$15,000.00 is paid bi monthly based on attendance at the TRONT Meetings ie, 6 meetings @ \$2,500.00

8 Remuneration and Expenses – Alternate

The payments in relation to the Alternate Representative attending TRONT meetings in place of the Representative is to be confirmed during the interview process