# Candidate Information Sheet

## Charities Registration Board 2019 appointment process

The Minister for the Community and Voluntary Sector is calling for nominations for a position on the Charities Registration Board (the Board).

The Board was established under section 8 of the Charities Act 2005 (the Act) and is responsible for making decisions about the registration and de-registration of charitable entities. Board members act independently and are not subject to direction from the Minister. Members are appointed by the Minister for a term of up to three years and may be reappointed. The key selection criterion for this appointment round is:

* knowledge of te ao Māori, kaupapa Māori charities and the broader involvement of Māori in the charitable sector; and
* legal skills and expertise.

The other skills and expertise being sought are:

* governance experience and understanding of collective decision making;
* ability to read and analyse financial statements;
* knowledge and first-hand experience of the charitable and philanthropic sectors;
* an understanding of charities and trust law;
* an appreciation of the External Reporting Board (XRB) reporting standards for
Tier 1-4 charities; and
* understanding of the machinery of government.

The Board meets for one day a month plus preparation time of up to one day depending on the complexity of submissions. On occasion there may be additional preparation time required.

Fees are set under the Cabinet Fees Framework at Group 2 Level 3: Statutory Tribunal and Authority, with daily fees for the Chair of $720, and $470 for members. Members are paid for both preparation time and meetings.

Any person nominated for appointment should provide a full, up-to-date curriculum vitae and a completed nomination form.

The preferred appointee, and potentially other nominees, will be asked to declare any actual, potential or perceived conflict of interest or any other matter that may make their appointment inappropriate (for example anything in their current or past personal or financial affairs). The Department of Internal Affairs may check the accuracy of any information relating to an application for appointment.

Nominations should be emailed to Craig Press at the Department of Internal Affairs
craig.press@dia.govt.nz. Nominations must be received **no later than midnight Sunday 15 September 2019**. Each nominee needs to provide a completed nomination form and a copy of their current CV.

Please note that any nomination provided may not necessarily result in the appointment of a particular person.