## Community Trusts 2020 – Candidate Information Sheet

### About the community trusts

The community trusts are governed by the Community Trusts Act 1999 (the Act), which makes provision for the operation of community trusts established under the Trust Banks Restructuring Act 1988. Each trust is responsible for managing a large investment portfolio, as well as carrying out policies to ensure the distribution of grants for charitable, cultural, philanthropic, recreational and other purposes beneficial to its community.

Terms of appointment are for up to four years and trustees are eligible for reappointment. Trustees continue in office, despite the expiry of their term, until a further appointment decision is made.

### Time commitment and remuneration

The time commitment varies and may include meeting attendance, preparation, necessary travel, professional development, and representative duties. Some guidance has been included in the table below. Remuneration levels vary between trusts, and are dependent on factors such as size of region, the size of their fund, and the levels of experience and commitment required of trustees.

The trusts are classified as Group 3a (governance boards) under the Cabinet Fees Framework [CO 19 1] ([www.ssc.govt.nz/our-work/fees/](http://www.ssc.govt.nz/our-work/fees/)). The current annual fees (excluding disbursements) are set out in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Trust | Annual remuneration | | Estimated time commitment |
| **Chair** | **Member** |  |
| Bay of Plenty (BayTrust) | $24,000 | $12,000 | 10-12 hours per month. |
| The Community Trust of Mid and South Canterbury | $13,910 | $6,955 | 12-15 hours per month.  Meetings held Mondays six weekly, 10:30am - 4pm; also must attend training when available. |
| Community Trust South | $28,500 | $14,250 | 30 days per year. |
| The Eastern and Central Community Trust | $24,000 | $12,000 | 30 days per year. |
| Foundation North | $34,000 | $17,000 | 30 days per year (50 days per year for the Chair).  Meetings are held on Mondays. Trustees are asked to leave all Mondays free to be able to fully participate in Board, committee, sub-committee meetings, grantee visits and workshops. Trustees should also be available to attend two strategy meetings retreats annually, in February and October, and take place off-site over a Sunday to Monday. |
| Otago Community Trust | $24,000 | $12,000 | 10-12 hours per month.  Four visits to locations across the year. Visits coincide with a Board meeting. |
| Rātā Foundation | $28,000 | $14,000 | 2 days per month.  Attendance at evening functions required from time to time. |
| TSB Community Trust | $20,000 | $10,000 | Approximately 35 days per year (55 days per year for the Chair).  This does not include the time commitment for those trustees who may be further appointed as directors to the subsidiary companies. |
| Trust Waikato | $25,330 | $12,665 | 30 days per year.  Workload includes attending board meetings, committee meetings, community catch-ups, community events and any professional development. Trustees are encouraged to attend the Philanthropy New Zealand Conference and the Combined Community Trust Conference, which are held on alternate years. Included in the time allocation is meeting preparation time. |
| Whanganui Community Foundation | $12,000 | $6,000 | 10-12 hours per month.  Ten half-day meetings per year and 2 full day professional development opportunities per year. |
| Wellington Community Trust | $12,000 | $6,000 | 14-16 hours per month.  Two planning days per year (week days); evening functions where appropriate. Board meetings are held monthly during business hours. |
| West Coast Community Trust | $4,800 | $2,400 | 12 days per year (20 days per year for the Chair). |

A review of trustees’ fees will be undertaken in parallel with this appointment process.

### Skills and attributes desired

Each trust should ideally have the following mix of skills and experience:

* governance experience;
* community involvement;
* investment experience;
* grant making experience;
* strategic thinking; and
* legal expertise.

Māori and ethnic, and geographic representation is also desirable. People considered for appointment must reside within the grant distribution area of the relevant trust. Please see individual community trust websites for details of their particular boundary.

### Nomination process

Any person seeking appointment to a community trust should provide a full and up-to-date curriculum vitae and complete the conflicts of interest declaration on the nomination form. Send your completed nomination form to [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz) by 14 February 2020.