**Candidate Information Sheet - Community Trusts 2024 Appointments**

**Community trusts fund activities that directly benefit their communities**

The community trusts (the trusts) are governed by their individual trust deed, and the Community Trusts Act 1999. 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.

The number of trustees on each trusts board varies, in relation to the size of the region served and their workload. Trustees are appointed for terms of up to four years, and are eligible for reappointment. Trustees continue in office, despite the expiry of their term, until a further appointment decision is made.

Trustees work together to make investment decisions, to grant funding for community projects and activities, and to set the trust’s policy direction and strategic plans.

Trustees need to have a good understanding of, and connections to, the communities which they serve.

**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.

Appointed trustees must be politically impartial. Irrespective of political interests, trustees must conduct themselves in a way that enables them to act effectively under current and future governments.

**Public servants seeking appointment to trusts**

Cabinet has agreed that Ministers should not generally appoint public servants to statutory bodies but that there may be special circumstances in which employees of Public Service departments can be appointed. Further information is provided in [the State Services Commission’s Board Appointment and Induction Guidelines (see page 16)](https://ssc.govt.nz/assets/Legacy/resources/board-appt-guidelines-oct15.pdf), and Cabinet Office circulars [CO (02) 5: Appointment of Public Servants to Statutory Board](https://dpmc.govt.nz/publications/co-02-5-appointment-public-servants-statutory-boards), and [CO (22) 2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest](https://www.dpmc.govt.nz/publications/co-22-2-revised-fees-framework-members-appointed-bodies-which-crown-has-interest#revised-fees-framework-for-members-appointed-to-bodies-in-which-the-crown-has-an-interest) (especially paragraphs 73-79).

**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 found on the Department of Internal Affairs website at [www.dia.govt.nz/Appointments-to-Statutory-Bodies](http://www.dia.govt.nz/Appointments-to-Statutory-Bodies).

Send your completed nomination form to appointments@dia.govt.nz by **14 June 2024.**

**Otago Community Trust**

Otago Community Trust (the Trust) is governed by a board of trustees who are appointed by the Associate Minister of Finance. The board elects its own Chair. The Trust is governed by a board of trustees who are appointed by the Associate Minister of Finance. The board elects its own Chair.

The Trust serves communities who live in the region of provincial Otago, excluding West Otago, Queenstown, and Arrowtown districts. To be eligible for appointment, candidates must reside within this area.

Otago Community Trust’s priorities support strong, vibrant, and caring communities by focusing on:

* positive impacts on the health and wellbeing of Otago’s residents, particularly the most vulnerable;
* providing economic benefits and employment opportunities;
* targeted investment in youth activities.

For more information about the Trust please visit the Trust’s website at [www.oct.org.nz](http://www.oct.org.nz).

**Trustee skills and attributes**

The critical, core and desirable selection criteria for all of the trusts are detailed on page one. For the 2024 appointments to Otago Community Trust, candidates are sought who meet one or more of the following criteria:

* offer investment knowledge;
* offer legal expertise;
* have connections with Pasifika communities;
* have knowledge of youth and education sectors; and
* have connections with the Arts.

Appointed trustees must be politically impartial. Irrespective of political interests, trustees must conduct themselves in a way that enables them to act effectively under current and future governments.

**Time commitment and remuneration**

Terms for trustees are up to four years. Exact term dates will be confirmed with successful candidates.

The time commitment for a trustee is estimated at 10 – 12 hours per month, with four visits to locations across the year. This may include meeting attendance, preparation, necessary travel, professional development, and representative duties.

The trusts are classified as Group 3a (governance boards) under the Cabinet Fees Framework [CO 22 2]. The current annual fees (excluding disbursements) for trustees of the Trust are $13,200 for board members, and $26,400 for the Chair.

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