**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](mailto:appointments@dia.govt.nz) by **14 June 2024.**

**Waikato Community Trust**

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

Trust Waikato serves communities who live in the region consisting of the Thames-Coromandel, Hauraki, Matamata-Piako, Waipa, Waikato, South Waikato, Waitomo, Otorohanga, and Ruapehu districts, and Hamilton city.

To be eligible for appointment, candidates must reside within this area.

Trust Waikato strives to support vibrant and resilient Waikato communities. Its strategic priorities include:

* enhancing the wellbeing of children, young people and whanau / families;
* increasing resilience in rural / small communities;
* initiatives that achieve positive outcomes for Māori; and
* strengthen the community sector through targeted support, partnership facilitation, and investment in innovation.

To be eligible for appointment, candidates must reside within the Waikato Community Trust grant distribution area.

For more information about the Trust please visit the Trust’s website at [www.trustwaikato.co.nz](https://www.trustwaikato.co.nz/).

**Additional selection criteria for the 2024 appointments round**

The critical, core and desirable selection criteria for all of the trusts are on page one. The additional selection criteria for the Trust are

* Increasing knowledge of te Ao Māori, Pasifika and ethnic communities;
* legal experience, governance and leadership.

**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 Waikato Community Trust trustee is estimated at 35 days per year. This may include meeting attendance, preparation, necessary travel, professional development, and representative duties. Trustees are also encouraged to attend the Philanthropy New Zealand Conference and the Combined Community Trust Conference, which are held on alternate years.

The trusts are classified as Group 3a (governance boards) under the Cabinet Fees Framework [CO 22 2]. The current annual fees (excluding disbursements) for Trust Waikato trustees is $13,931.50 for board members, and $27,863 for the Chair.

**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](mailto:appointments@dia.govt.nz) by **14 June 2024.**