**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.**

**Wellington Community Fund**

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

The Fund serves communities who live in the area comprising Wellington City, the Hutt Valley, Porirua, and the Kāpiti Coast including Ōtaki.

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

The Fund seeks to support thriving communities across the Wellington Region.

The Fund’s strategic priorities are to focus support on communities in the Wellington region that experience exclusion, inequity, and disadvantage; and to fund work that supports equity and inclusion in its communities.

For more information about the Foundation please visit the Fund’s website at [www.wellingtoncommunityfund.org.nz](http://www.wellingtoncommunityfund.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 the Fund, candidates are sought who meet one or more of the following criteria:

* financial and investment management experience;
* legal and / or accounting experience;
* knowledge of, and networks in, Māori communities (especially local iwi) and other ethnic communities;
* community and voluntary sector experience;
* youth representation
* geographic representation.

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 14 – 16 hours per month. 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 Fund is $6,600 for board members, and $13,200 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).

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