

## Trustee Job Description

May 2026

- Role Type:** Voluntary Governance
- Location:** East Auckland, with some meetings online
- Term:** 3 years, with a maximum of 2 terms

### 1. Purpose of the Role

To provide strategic leadership to the Trust to ensure it achieves its mission of removing barriers to learning and creating opportunities for every child in the Glen Innes community to grow, thrive and succeed. Trustees act as guardians of the Trust's assets and reputation, and are visible supporters of the work of the Trust in the Glen Innes community.

### 2. Core Governance Responsibilities

- **Strategic Direction:** Contribute to the development and monitoring of the long-term strategic plan.
- **Financial Oversight:** Approve the annual budget, monitor financial reports, and ensure the Trust remains solvent.
- **Legal Compliance:** Ensure the Trust complies with the Trusts Act 2019 (mandatory duties) and the Charities Act 2005, including filing annual returns with Charities Services.
- **Risk Management:** Oversee the Trust's risk register, specifically focusing on Health & Safety and Child Safeguarding policies.

### 3. Sector-Specific Responsibilities - Social Services Trust

Client Safeguarding: Ensure robust policies for working with vulnerable people, including compliance with the Vulnerable Children Act 2014.

Community Need: Regularly review whether services meet the shifting demographics and needs of the community.

Funder Relations: Maintain high-trust relationships with major funders like the Ted Manson Foundation.

### 4. Person Specification

- **Qualifications:** No formal qualification is required, but prior governance experience is a plus.
- **Integrity:** Must meet "Officer" eligibility (eg. not an undischarged bankrupt; no serious criminal record).
- **Commitment:** Ability to attend approx 10 meetings annually and read board papers in advance.

- **Te Tiriti Literacy:** A commitment to the principles of **Te Tiriti o Waitangi** in the Trust's operations.

## 5. Board Values

Trustees must conduct themselves with dedication to the beneficiaries' interests, and adhere to the board values at all times:

- Work with integrity and high ethical standards
  - Think strategically versus operationally
  - Value inclusivity and diversity
  - Be professional and accountable
  - Comply with the trust deed
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I, \_\_\_\_\_, hereby consent to my appointment as Trustee of the Steve Farrelly Foundation and agree to act in that capacity. I acknowledge that I have read the Trust Deed and agree to be bound by its terms and the duties imposed by law.

Trustee: \_\_\_\_\_

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Date: \_\_\_\_\_