

## **POSITION DESCRIPTION**

### **Title: Chairperson of the Board**

#### **General description**

The Otanewainuku Kiwi Trust first formed in 2002 to preserve our taonga (treasure) of native species for generations to come and reverse the decline of population of North Island Brown Kiwi in the Otanewainuku Forest.

#### **Resources available**

- The Board of Trustees, Treasurer and the leaders of the various Committees are available for advice and assistance
- The Secretary provides administrative support
- Immediate past chairperson can assist the new chairperson

The chair provides the leadership which enables the Board of Trustees and the various Management teams to meet the aims and objectives of Otanewainuku Kiwi Trust as outlined in its Strategic Action Plan. The Chair is first and foremost a trustee, who for the term of his/her appointment (1 year) acts in the role of Chair.

#### **Key tasks**

- Establishing and maintaining effective communication, networks and relationships with tangata whenua and relevant agencies aimed at advancing the conservation of our natural environment.
- To represent the Otanewainuku Kiwi Trust in the community and promoting its values, aims and ideals, including to local media. TV, radio, newspaper. OKT website and social media. Acting as spokesperson for the Otanewainuku Kiwi Trust.
- Establishing and maintaining harmonious relationships with the Board of Trustees and the leaders of the various teams/committees, and encouraging effective communication between all sectors of the organisation and the community.
- Ensuring the Board of Trustees maintains its emphasis on policy matters and that the authority delegated to any standing committees or staff is properly observed.
- Ensuring that the tasks and function of the Board of Trustees are carried out.
- Consulting with the leaders of the various Committees on all matters relating to the Otanewainuku Kiwi Trust.
- Liaising with the Secretary in the calling of Board of Trustees meetings and in the preparation of agendas and other Board of Trustees records.

- Presiding at meetings of the Board of Trustees, ensuring appropriate meeting procedure is followed.
- Preparing a report of the organisation's activities for the Annual General Meeting.

## Knowledge and Skills Required

- Effective communication and interpersonal skills.
- Well informed about biodiversity and conservation restoration issues and the agencies and stakeholders involved in their management in the project area.
- Is a supportive leader for all OKT volunteers.
- The chairperson must be able to offer a balanced viewpoint.
- An understanding of and commitment to the philosophy of volunteering
- An awareness of the need for confidentiality

## Results required

- “Brand OKT” is protected, enhanced and communicated widely.
- The Board of Trustees and Otanewainuku Kiwi Trust are harmonious and work as a coherent team. A “collective independence” culture is evident at the trust board.
- Wise decisions that are the result of a robust due diligence process.
- The Trust efficiently and effectively achieves its objectives,
- The Trust is sustainable for generations to come

<b>Nature of position</b>	Voluntary
<b>Hours worked</b>	Approximately 22 - 34 hours per week for general administration, Board of Trustees meetings (including preparations) and preparing and attending meetings with stakeholders
<b>Reimbursement</b>	As per policies and procedures.
<b>Commitment</b>	A commitment of at least six months is the ideal. However, we do realise that personal circumstances may change. When unable to continue, it is preferred that at least two weeks' notice be given.

## Agreement

Otanewainuku Kiwi Trust will:

1. Conduct group orientation and on the job training for volunteers

2. Offer a trial period of employment to new volunteers
3. Recognise volunteers as professional co-workers and valued members of staff
4. Ensure volunteers have a clear job description outlining duties which are empowering to the volunteer
5. Where appropriate will involve the volunteers in the decision making processes
6. Provide reimbursement of volunteers' authorised out of pocket expenses
7. Ensure volunteers have access to workplace guidance and support
8. Evaluate volunteers' performance regularly and make references available after a period of continual service
9. Support volunteers in the pursuit of their personal goals
10. Take all reasonable steps to provide a healthy and safe work environment

#### Rights of Otanewainuku Kiwi Trust:

1. The right to withdraw a volunteer who does not operate within the policies and philosophy of the Trust, or whose skills do not enable these requirements to be met
2. The right to withdraw the services of a volunteer who breaches Otanewainuku Kiwi Trust or client confidentiality
3. The right to expect the job description will be adhered to

#### The Volunteer will:

1. Attend orientation, initial training and ongoing training when applicable
2. Make a commitment to regular work for Otanewainuku Kiwi Trust
3. Participate in staff meetings when required
4. Value and support fellow team members
5. Accept the guidance and supervision of the Coordinator
6. Attend performance evaluation
7. Engage in work ethics that demonstrate a high standard of professionalism
8. Treat as confidential any information received concerning either Otanewainuku Kiwi Trust or its clients
9. Inform Otanewainuku Kiwi Trust if for any reason he/she is unable to meet a commitment
10. Give reasonable notice of leave or resignation
11. Take all reasonable steps to ensure their own safety
12. Ensure no harm is caused to others during the course of their work

#### **Rights of Volunteer**

##### As a volunteer I expect:

1. To be treated as a co-worker with staff and other volunteers
2. To be assigned work that is worthwhile and challenging
3. To receive appropriate orientation, training and supervision
4. To be kept informed of Otanewainuku Kiwi Trust's policies and services
5. To be reimbursed for approved work related expenses
6. To have a clear job description
7. To have the right to withdraw my services or say "no" without feeling guilty
8. The right to make suggestions and to be listened to with respect

Otānewainuku



Kiwi Trust  
www.kiwitrust.org



Signed:

Volunteer