

## POSITION DESCRIPTION

**Title: Trustee**

### 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.

Trustees have the overall legal responsibility for Otanewainuku Kiwi Trust. A trustee is a person who is having the general control and management of the administration of the Trust.

**Responsible to** Chairperson of the Board

### Functional relationships

- Chairperson

### Primary objective

The main duties of a Trustee must take responsibility to ensure that the trust fund is managed in an efficient and economic manner.

### Key tasks

- Reviewing and updating the policies of Otanewainuku Kiwi Trust so that they adhere to the laws and regulations.
- Ensuring that the services offered are compatible with the purposes and goals of Otanewainuku Kiwi Trust.
- Ensuring that the services are appropriate, effective and relevant to the changing needs of the community.
- Providing leadership, support and resources for all volunteers
- Trustees are expected to treat all matters relating to management, financial matters, administration and staff (paid and unpaid) as confidential to the organisation.
- Carrying out strategic planning on a regular basis and setting up a system of evaluation to ensure the goals and objectives are consistent with the overall purpose.
- Promoting Otanewainuku Kiwi Trust, inspiring confidence in its service and interpreting the work of the Centre to the community.
- Ensuring effective communication with agencies, volunteers and the community.

## Knowledge and Skills Required

- Experience in management area or/ and any of areas: Legal, Engagement, Business, Finance, Local Government, Ecological/Scientific
- Strategic thinker
- Decision making and problem solving skills
- Interest in conservation
- Good people skills and sense of humor
- Flexibility and supportive nature

## Personal specifications

1. An understanding of and commitment to the philosophy of volunteering
2. An awareness of the need for confidentiality

### Nature of position

Voluntary

### Hours worked

Average 6 hours per month plus attendance at staff training/support sessions

### Commitment

A commitment of at least 12 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. Recognise volunteers as professional co-workers and valued members
2. Ensure volunteers have a clear job description outlining duties which are empowering to the volunteer
3. Where appropriate will involve the volunteers in the decision making processes
4. Ensure volunteers have access to workplace guidance and support
5. Support volunteers in the pursuit of their personal goals in alignment with Otanewainuku Kiwi Trust strategy
6. 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, legal requirements, and philosophy of Otanewainuku Kiwi Trust
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 on-going 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
1. Uphold the core values of the Otanewainuku Kiwi Trust
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

Signed:

Volunteer

Manager