

<b>MNZ Te Rōpū Kaitiaki Role Description:</b>	<b>Non-specific Member</b>
<b>Hours per week:</b>	<b>4 - 6 hours</b>
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Regularly attend Te Rōpū Kaitiaki meetings and other important related meetings.</li> <li>● Agree on an annual meeting schedule and commit to attending.</li> <li>● Prepare appropriately for all meetings.</li> <li>● Seek information and be fully informed on the affairs of the organisation at a governance level.</li> <li>● Participate in the Te Rōpū Kaitiaki’s deliberations and decision-making in all areas of governance.</li> <li>● Participate in the development, approval, and monitoring of the strategic planning for the organisation.</li> <li>● Review, approve and monitor the annual budget for the organisation.</li> <li>● Approve the major policies appropriate for the organisation.</li> <li>● Approve major activities and capital expenditure of the organisation.</li> <li>● Attend the Annual General Meeting of MNZ.</li> <li>● Assist with the fundraising activities of the organisation.</li> <li>● Promote MNZ and its objectives externally.</li> <li>● Act in a professional manner whilst representing the organisation.</li> <li>● Maintain and develop governance skills through appropriate training and experiences.</li> <li>● Assist in developing and maintaining good relationships between the Te Rōpū Kaitiaki and MNZ membership.</li> <li>● Participate in Te Rōpū Kaitiaki sub-committees or working groups as appropriate; and</li> <li>● Any other duties as delegated by the Te Rōpū Kaitiaki</li> </ul>	
<p><b>All Te Rōpū Kaitiaki Members</b></p> <p><b>Desired skills and attributes:</b></p> <ul style="list-style-type: none"> <li>● Understanding of the role of governance in a not-for-profit organisation.</li> <li>● Knowledge and skills in one or more areas of Te Rōpū Kaitiaki governance: strategic planning, policy, finance, education, cultural competency, publicity, and advocacy.</li> <li>● Understanding of and a commitment to the organisation’s Constitution and Strategic Plan</li> <li>● Have a commitment to honouring Te Tiriti o Waitangi and including this in all facets of governance.</li> </ul>	
<p><b>All Te Rōpū Kaitiaki Members are required to:</b></p> <ul style="list-style-type: none"> <li>● Attend at least 80% of the total number of annual Te Rōpū Kaitiaki meetings to fulfil role description.</li> <li>● Adhere to all MNZ Incorporated policies and procedures. Be fully conversant with the Constitution and Rules of MNZ.</li> <li>● Provide input and make governance decisions in relation to the implementation of the organisation’s Strategic Plan.</li> <li>● Sit on working group/s to fulfil governance and Strategic Plan Agenda.</li> <li>● Disclose any Conflict of Interest as they arise during term on Te Rōpū Kaitiaki</li> <li>● Honour Te Tiriti o Waitangi.</li> <li>● Maintain understanding and keep up with any changes to NZ Legislation relevant to and applicable to MNZ Incorporated.</li> <li>● Have access to email and relevant digital platforms used by the Te Rōpū Kaitiaki.</li> <li>● Read and respond to email correspondence promptly.</li> <li>● Include Co Chairs and Executive Administrator plus all other relevant roles/persons into all emails to provide good information sharing within the team.</li> </ul>	

- Be a good team player and only work on projects agreed upon by the Te Rōpū Kaitiaki.
- Provide regular progress updates and work cohesively with the whole team.
- Where applicable, contribute a report for each publication of the MNZ Magazine and ensure it is sent to the Executive Administrator by deadline.
- Submit Agenda items to Executive Administrator one week before each meeting.
- Send expenses to the Treasurer, including all receipts and invoices and cc. Executive Administrator. Pre-approval for all expenditure must be gained by the Te Rōpū Kaitiaki.
- Write an annual report for the AGM.
- Adhere to the MNZ Code of Conduct for all Registered members.
- Facilitate handover of role to new Te Rōpū Kaitiaki member.
- If terminating this role prior to the full term of the position, one months' written notice must be received by the Co-Chairs or the Executive Administrator.