



## 5.0 Federation Position Descriptions and Roles

### 5.3 Position Description: Trustee Board

March 2013

#### Trustee Board

The Trustee Board consists of two Co-presidents, one representing each of T ngata Whenua and T ngata Tiriti Caucuses, up to three members representing T ngata Whenua Caucus and up to three members representing T ngata Tiriti Caucus.

#### Purpose of Team

- \* Trusteeship – overseeing legal responsibilities on behalf of National Executive
- \* Stewardship – overseeing the management of NZPF, including creating an annual management plan, in collaboration with all Federation Officers, and overseeing implementation (through reports from Operations Manager – finance, HR, assets etc.), communication with other Federation teams
- \* Overseeing the functioning of NZPF; Federation meetings, Operations Manager, liaison with other Federation teams
- \* Guardianship of Playcentre Philosophy
- \* External relationship building with MoE, policy makers, other government departments, ECE sector groups, etc., to develop strategic relationships and advocate for Playcentre
- \* Advocacy for Playcentre and family issues, submission writing and meetings, working to position Playcentre as a leader of family advocacy, in the national community.
- \* Progressing projects and work areas in line with the Annual Plan
- \* Demonstrating leadership within all these roles to the Federation – articulating Playcentre's vision, co-ordinating what is important for the organisation, offering advice, options, challenges and inspiration to Associations in between and through national executive meetings
- \* Any other task required to achieve the Annual Plan as agreed with other relevant Federation Officers.

#### Trustee Board Specific Competencies

- \* Strategic, governance perspective
- \* Manages risk to the Federation
- \* Makes connecting links between different parts of the Federation, and with different parts of the education and voluntary sector
- \* Provides leadership for Playcentre internally and externally

#### Skills/Knowledge Required Collectively by Team Members

- \* Ability to contribute to Trustee Board meetings
- \* Ability to read and review Federation Accounts
- \* Knowledge of the NZPF Constitution and legal requirements of a Charitable Trust
- \* Decision making ability, judgment and risk management skills
- \* Strategic planning skills
- \* Financial understanding and at least some members have experience of accountability for organisational financial management as well as financial planning
- \* Judgment to act as a financial authoriser
- \* Knowledge of the requirements and practices of being a good employer
- \* Advocacy, negotiation and representation skills
- \* Planning and project management skills
- \* Public speaking and facilitation skills
- \* Highly developed written skills
- \* Research and analytical skills
- \* Communication and ability to establish credibility at a senior level with external organisations
- \* Ability to relate to and communicate with a wide variety of people