

Trustee Board Duties, Responsibilities and Obligations

To be read in conjunction with the Trustee Board [roles and responsibilities policy](#). This paper seeks to give some awareness to those members that would consider putting their name forward for selection.

Considerations should be given to the timing of coming on to the Trustee Board. The required time commitments could be challenging for Trustees with young children and balancing the duties of a Trustee. This is not impossible but can be challenging when balancing Trustee duties.

As a result of a health and safety risk assessment, Trustees will be required to be double vaccinated by 1 January 2022 owing to attending meetings in person, flights/travel and venue (hotel/marae) protocols. The current Trustee Board have chosen to be vaccinated as we are role models for the organisation.

Meetings – Trustees should review and sought clarity on all paperwork prior to the meeting

- Formal meetings are scheduled six times a year. Ideally, these are face to face however with the global pandemic we have had to meet online.
- Face to face meetings requires Trustees to travel to Wellington Friday morning and return home Sunday afternoon. All travel, accommodation, food and meeting venue is budgeted and paid for by Playcentre Aotearoa.
- Typically, face to face meetings requires that Trustees arrive in Wellington by 12pm and start meeting at 1pm – 6pm, dinner and resume meeting from 7pm – 10pm. Saturday meeting starts at 8.30am through to 10pm and Sunday can start from 8am through to 10.30am and head to the airport
- Should TB need to meet online for a scheduled meeting then Saturday and Sunday times are typically from 9am to 5pm. TB may be required to meet beyond 5pm and will table a continuation from 7.30pm – 11pm.
- Non scheduled/calendared meetings are held from 7.30pm – 11pm on a weeknight or are held over a weekend. Currently, over the past 5 months (April – Nov) TB have had to meet online at a minimum of 3 nights a week plus one full day of the weekend. The last 2 months have been up to 5 nights a week plus one day of the weekend.
- Face to Face National meetings – AGM and whare hui require Trustees to be available to travel on the Thursday prior to the meeting and return home Sunday afternoon.

Correspondence

- Email addresses will be allocated to each Trustee with the requirement to read and collaborate with the whole Board on appropriate responses. As a Trustee, all emails are treated with respect and privacy. Personal responses will not be supported unless the Board agrees in totality.
- Trustees may at times be required to sign official documents and will need access to JP services for verification. This will not occur without prior knowledge and documentation (Board minutes/resolutions approving such action). To ensure this can be achieved in a timely manner, Trustees availability is essential.

Resources/Finances – what is available for Trustee's

- Honorarium – Trustees have an honorarium of \$4,000 annually while Co-Presidents have an honorarium of \$11,000 annually
- All honorarium is paid 3 times a year in arrears (not paid in advance) on the 20th of April, August and December of each year.
- All honorarium attracts withholding tax and is treated as a schedular payment.
- All schedular payments attract an ACC levy payable by the Trustee annually. This amount is claimable.
- All Trustees are allocated \$50.00 monthly as a contribution for internet and phone charges.
- All Trustees can claim for mileage, food, out of pocket expenses that have had **prior approval** for the Board meetings and if it is within the budget. All expenses incurred outside of this criteria will be treated as null and void and becomes a personal expense.
- Co-Presidents only will be provided with a laptop and phone (or Sim card) supplied by PA. A contract will need to be signed understanding that this is the property of Playcentre Aotearoa and all the conditions attached to the property.
- All Trustee emails will be attached to office 365 enabling functions for the Trustee's to carry out their duties ie. Microsoft Teams etc

Obligations or what Trustees need to know

- Access to the internet at home – most business requires Trustee's to work from home
- Desktop or laptop – currently the organisation is ensuring service to centres is the priority for acquiring IT for Centres and staff. Budget has not been allocated for Trustee's IT while operating in a deficit.
- Dependant on the IT capabilities to install our security software through Code-Blue our IT provider.
- Sign confidentiality forms and understanding what this means for the Trustee and the organisation as a whole.
- Have an understanding of the Playcentre philosophy, constitution, Trustee Act 1956, Charitable Trust Act, Education Act, Employment Relations Act, Privacy Act etc – please note that we have employees that have a lot of knowledge around legislation and we are able to draw on their advice (as long as this is in the Agreements)
- As Trustees we do not have the legal capacity to delve/amend/alter or add into staff roles and operations as these are under the realm of the Individual Employment Agreements.
- Only the CE has a reporting line to the Trustee Board via the Co-Presidents. This is inserted into the CE's IEA to which we (TB) are bound by legislation to follow this line.
- Trustee Board does hold the liability for the organisation and as such any unrest/complaints etc in regards to HR/employment will see the Trustee Board held accountable. The TB does have liability insurance and will activate this if and when required.
- Trustee Board has fiduciary care of the organisation. To act in the best interests of the organisation. Financials are prepared by operations and tabled at the TB meeting. The Board understand that the main income stream for our organisation is through the attendance of children on session and that we have and still are working in a deficit, we need to be

objective and ensure that our legislative duties are upheld and that operations can continue to work towards giving service to centres within our financial constraints.

- The Trustee Board do not currently have an administrator – this has been partly as savings to the organisation so our babies money can be directed back into service to Centres.
- The Trustee Board face to face meetings have not or will not allocate funds for children that may have to accompany their Trustee parent. Trustee Board meetings are too long to have a child sitting in a meeting room while their parent carries out their duties. There is no financial capacity while we work under a deficit.
- The Trustee Board cannot claim for childcare payment to immediate family. However, claims can be made should a Trustee need to use an independent child care provider eg, After school care.

Whilst this is not a comprehensive list it is an insight into what successive Trustee Boards, from the amalgamation period are working under. The amalgamation and the deficit has brought about a lot of our *processes* whereby our view is “what is the impact on the child in Centre” understanding that it is their money that allows us to carry out our obligations