

TRUSTEE POSITION DESCRIPTION

Last Updated: 12 September 2022



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). We are based in Hamilton but provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

VISION:

Lives not limited nor defined by endometriosis.

OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

PURPOSE OF THE ROLE

1. To hold the vision of Insight Endometriosis, and work with Board and staff to review and achieve the Mission, Goals, Objectives and Strategic Plan.
2. To develop and maintain governance policies that support the work of the Board and oversee the operational policies which support the work of the charity.
3. To support the Chair in ensuring Insight Endometriosis has good governance.
4. To monitor the progress of staff in achieving strategic objectives, and to provide support and guidance as appropriate.
5. To approve and monitor the annual budget.
6. To assess and monitor organisational and strategic risks.

MAIN RESPONSIBILITIES AND EXPECTATIONS

The Chairperson is responsible for:

- Leading strategic planning
- Managing relationships with Management
- Ensuring risks to the organisation are managed
- Encourage all trustees to contribute to the debate and decision making
- Manage Board processes at meetings

Trustees are expected to:

- Board meetings: Prepare for and actively participate in monthly Board Meetings
- Board Activities:
 - Participate in planning and monitoring of the Strategic Plan.
 - Participate in development of Governance policies, and have oversight of operational policies
 - Approve and monitor the annual budget, review the financial statements and ensure the financial viability of the organisation.
 - Ensure compliance with trust deed, charities registration requirements, privacy, employment and other enactments.
 - Contribute support and advice in individual areas of expertise.
- Be familiar with and follow the requirements of the 2019 Trusts Act including:
 - the five mandatory duties: know the terms of the trust; act in accordance with the terms of the trust; act honestly and in good faith; act for the benefit of the beneficiaries or to further the purpose of the trust and exercise their powers for a proper purpose.
 - the 10 default duties: exercise reasonable skill and care; invest prudently; not exercise trustee powers for their own benefit; consider their exercise of power; not bind trustees to a future exercise of discretion; avoid conflicts of interest; act impartially; not profit from their position; not act for reward; act by consensus.
- Employment: Through the Chair, be a responsible employer with good employment practice.

KEY COMPETENCIES

Strong alignment with organisational values & aspirations

Strategic / creative / system thinkers

High ethical standards & integrity
Governance experience

Objective and curious

Ability to dedicate time and maintain focus

Be prepared to gain a rich understanding of the charity's mission, goals and objectives and to hold this vision in guiding the work of the Board and staff.

Ability to understand the position of the charity in the wider system, the challenges faced by the community and the role of the charity in catalysing high-impact opportunities to benefit the community

Trustee conduct must be guided by principles and professionalism.

Understanding the role of Trustees to hold the vision, to hold management to account, to act as stewards, to set governance policies and to ensure compliance. Adhering to the principles of consensus decision-making.

An interest in listening, learning and openly discussing to deeply understand both problems and opportunities

Through dedication of time and focus, enable rich engagement to add meaningful value to the charity.

Visit: www.insightendometriosis.org.nz

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APPENDIX: ORGANISATION CHART

17 April 2023

