



2311 Colville Road
 C/O PDC Colville
 Colville 3547
 Tel: 07 866 6920
 cssc@colville.org.nz
 www.cssc.net.nz

Trustee Job Description

Position:	CSSC Trustee- Volunteer Position
Desired Start Date:	December 2018
Purpose:	To contribute meaningfully to the effective governance of the Colville Social Service Collective (CSSC).
Reporting to:	The CSSC Trust Board, the communities of the Northern Coromandel Peninsula, Charities Services.
CSSC: Background	
<p>CSSC is a Charitable Trust which was incorporated under the Charitable Trusts Act 1957, in June 1997 and registered with the Charities Commission in January 2008.</p> <p>Our vision is: The remote communities of the northern Coromandel Peninsula are strong and vibrant.</p> <p>Our mission is: To strengthen and build connections, capacity and wellbeing with our communities.</p>	
Key Relationships:	
<ul style="list-style-type: none"> - CSSC Chair & Trustees - CSSC Coordinator & Staff - Communities of the northern Coromandel Peninsula - Relevant networks, government agencies and alliances 	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. To act in the best interests of the beneficiaries- the people of the wider Colville area 2. To understand and comply with the CSSC Trust Deed. 3. To define and uphold CSSC’s vision, mission and strategic direction. 4. To ensure appropriate policies and procedures exist, and uphold them. 5. To fulfill legal requirements. 6. To work to ensure the effective governance of CSSC, including ensuring effective financial management. 7. To meet the terms of the Job Description & Trustee Code of Conduct. 8. To liaise effectively with key stakeholders and organisations. 9. To ensure CSSC acts as a good and fair employer. 10. To act in the spirit of community partnership. 	
Key Trustee Tasks as at September 2018:	
Strategic Governance Tasks	<ul style="list-style-type: none"> • Set a clear direction for the organisation (focusing on the ‘big picture’). • Ensure Trust policies meet the organisation’s needs, kaupapa and legislative responsibilities. • Manage strategic, annual and budget planning processes. • Work to raise the awareness locally of the Trust and how it works/can work with community. • Help raise public awareness on issues relevant to the community. • Monitor the Trust performance ensuring it: <ul style="list-style-type: none"> - Remains viable and thrives



2311 Colville Road
 C/O PDC Colville
 Colville 3547
 Tel: 07 866 6920
 cssc@colville.org.nz
 www.cssc.net.nz

	<ul style="list-style-type: none"> - Implements systems to determine community needs and aspirations - Improves its results (social and financial) - practices asset protection and uses funds appropriately - Has the resources that it needs - Is well managed, is compliant with legislation, and meets its strategic plan - Fulfils reporting responsibilities including to community
<p>Personal Development:</p>	<ul style="list-style-type: none"> • Always act honestly and in the best interests of the Trust • Be actively involved in Trust business by being part of the decision making process, including attending Trustee meetings and reading agendas and reports beforehand; catching- up on missed meetings by reading the minutes &/or speaking with the Chairperson, and being an active contributor to any Trustee business conducted between meetings. • Work as an effective team member. • Actively participate in Trust review processes. • Undertake appropriate agreed professional development. • Formally share key learning from professional development attended, with colleagues.
<p>Person Specification:</p>	
<p>Have some or all of the following:</p> <ol style="list-style-type: none"> 1. Proven skills in governance including all or any of the following: financial management, strategic planning, risk management planning, policy development, human resources, building strategic relationships. (preferred) 2. Knowledge of and/or relationships with the Northern Coromandel communities and tangata whenua. 3. Passion, drive, time and commitment to work as an effective Trustee. 4. Commitment to professional development and Te Tiriti o Waitangi. 5. Computer skills, including use of emails, internet & Microsoft word. 	