Hospice Wairarapa Community Trust

Trustee Role Description

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| Trustee | Hospice Wairarapa Community Trust |
| Remuneration | This is a voluntary role, and no financial remuneration is provided |
| Location | Wairarapa |
| Time Commitment | There are 11 Board meetings per year (every month except January) and a Finance, Audit and Risk Committee that meets quarterly |
| Reporting to | Chair, Hospice Wairarapa Community Trust |

**Introduction**

Hospice Wairarapa is a community trust established by deed, under The Charitable Trusts Act 1957.

Hospice Wairarapa is part of an integrated network that provides specialist palliative care support services to the Wairarapa community, including social work, spiritual care, group programmes and a range of well-being therapies.

Hospice Wairarapa operates two Retail stores (Masterton and Greytown) to fund a significant proportion of their services. Other funds are obtained through a Te Whatu Ora contract and fundraising activities.

**Trustee’s Role**

The important role of a Trustee is to ensure that Hospice Wairarapa Community Trust fulfils its duty to the community through its services and delivers on the vision, purpose, and values.

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| Our Vision | Everyone in the community has access to professional, safe, and equitable palliative care support services. |
| Our Purpose | To provide and facilitate palliative care support services, for clients and their whānau, when and where they need it. |
| Our Values | Respect, Integrity, Dignity, Diversity & Inclusivity, Knowledge |

The trustee’s role is to provide governance and to fulfill the statutory duties of the Trust.

Governance responsibilities include the development of strategy and policy, budgeting, planning, and ensuring that all necessary processes and procedures are fully documented, approved, distributed, understood, and reviewed.

The trustee’s, in carrying out their role, will:

* Act in accordance with the Hospice Wairarapa Constitution and the Board Charter.
* Comply with all relevant legislation and in particular The Charitable Trusts Act 1957 and The Charities Act 2005.
* Act in a way that fulfils our commitment to Te Tiriti o Waitangi
* Act in a way that is committed to participating in an integrated palliative care system in Wairarapa
* Annually review the strategic plan and contribute to the development of the Annual Plan
* Identify issues facing the health and palliative care sectors and ensure appropriate action is taken
* Effectively manage the finances and investments of HWCT including any commercial investments
* Provide leadership and support the Trust’s achievements, quality of care and resources.
* Contribute to succession planning for the executive team.
* Participate in the annual review of the board’s performance.
* Represent Hospice Wairarapa in the community.

**Board competencies**

The following represent the competencies required by the board as a whole and which trustees to a greater or lesser degree currently provide.

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| 1. Governance experience | 1. Experience delivering on Government contracts |
| 1. Strategic planning | 1. Social Sector management or Governance experience |
| 1. Financial planning and management | 1. Legal qualifications and/or experience |
| 1. Quality and risk assurance experience (health) | 1. Clinical background/health sector experience, in particular, specialist palliative care services |
| 1. Executive performance (CEO) | 1. Tikanga Maori or knowledge of Te Aō Māori |
| 1. Community involvement and/or networking connections | 1. Retail or business experience |

In addition to contributing to some of these competencies, it is expected that a Trustee will have a high level of communication and conflict management skills and be able to work through complex and difficult conversations with a high level of integrity and professionalism.

Understanding of, or a commitment to learning about Te Aō Māori and Māori tikanga is expected.