



## NGĀ MANU TRUSTEE ROLE DESCRIPTION

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### Background

Ngā Manu is a Registered Charity that was established in the late 1970's by Peter McKenzie when an opportunity arose to purchase a 14-hectare site being the largest coastal lowland swamp forest remaining on the Kāpiti Coast; perfect for delivering the objectives of the Trust which are the preservation and conservation of Aotearoa New Zealand native flora and fauna, and being an accessible, safe and welcoming place for people to enjoy and learn about the natural world.

Ngā Manu is located at 74 Ngā Manu Reserve Road, Waikanae and is open to visitors daily from 10 am to 5 pm. Visitors can explore the Reserve on a self-guided basis and/or engage in various activities offered including a Kiwi Night Encounter and a Feeding Out Tour of the Reserve. Admission charges apply.

At the heart of Ngā Manu's operation is our small staff team and a significantly larger group of volunteers. Our current priorities include a review of strategy with the objectives of consolidating plans to improve financial sustainability, improving the visitor experience and our overarching commitment to conservation. We would like to build a future for Ngā Manu which is true to these objectives, and which is inclusive of, and honours, Mana Whenua.

Education and research are a major part of the Ngā Manu's activities along with involvement in native species recovery programmes.

The Kāpiti Coast District Council has included funds in its 2021-31 Long-term Plan to support the refurbishment of the Visitor Centre and to undertake a feasibility study into the development of a new visitor experience. The funding will be made available over three years starting in 2021-22.

Improvements to facilities for animals is ongoing and supports the many conservation programmes we undertake.

Our tourism focus is on widening our reach within the Wellington Region and becoming an accessible destination for nature lovers, wherever they are from.

You can find out more about Ngā Manu by visiting <https://ngamanu.org.nz>

### Board of Trustees

The Trust operates under the authority of the Ngā Manu Trust Deed<sup>1</sup> and Trustees have all the legal obligations and responsibilities of a director under the Companies Act 1993 (*Part 8 Directors and their powers and duties refers*).

These are voluntary roles and Trustees are appointed by the Board. There are currently two vacant positions and a third vacancy due in October 2021.

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<sup>1</sup> The Trust Deed is under review to ensure legislative compliance.

The Board meets six times per year, usually on a Wednesday morning for up to 3 hours. An Audit and Risk Committee (ARC) has recently been established to oversee and provide advice to the Board regarding financial, risk management, internal controls, and legislative compliance.

### **Trustee Responsibilities**

The primary responsibility of a Trustee is to contribute to the effective governance of Ngā Manu which includes:

- Developing a coherent strategy in line with the core purpose of Ngā Manu and which takes into consideration the wider context of the operating environment and key stakeholder interests.
- Having a diversity of governors that bring different perspectives to the table and who are able and prepared to debate issues robustly, and who then speak with unity of voice and message about the decisions made.
- Leadership in setting a suitable tone for the organisation that shapes the culture and demonstrates the desired values and ethics of Ngā Manu.
- Contributing to effective stakeholder relationships particularly in the context of engagement with diverse communities and identifying sources of funding.
- Taking a leadership role in establishing Ngā Manu's overall understanding of risk, including the potential effect of its strategic, financial, operational, and reputational risks.
- Ensuring that Ngā Manu has appropriate systems and controls, and that decision-making is based on reliable information.

Within this context Trustees are encouraged to contribute their expertise in relevant areas such as conservation and environmental science, visitor experience, education, fundraising, and tourism and marketing.

### **Core Competencies**

- An interest in the work of Ngā Manu.
- Experience in governance or senior leadership role/s.
- Excellent relationship skills, with the ability to maintain the confidence of stakeholders.
- Demonstrable commitment to working collaboratively.
- Strategically focused.
- Strong communication skills.
- Curiosity, energy, creativity, and resourcefulness.

### **Desirable Competencies** *One or more of the following:*

- A passion for, and knowledge of, New Zealand's natural environment.
- Fundraising expertise ideally in a personal and legacy giving context.
- Marketing, communications, tourism, and public relations.
- Visitor attractions.
- Finance, accounting, project management and legal.
- Commercial and business.