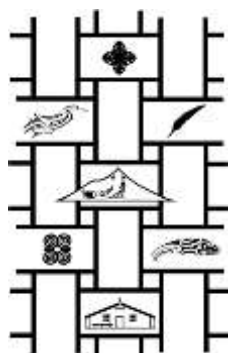


NGĀTI MUTUNGA
TE REO IRIRANGI O TARANAKI
CHARITABLE TRUST
BOARD REPRESENTATIVE



ELECTION CANDIDATE HANDBOOK

Nominations close 5pm Monday 7th December 2020

2020 EXTERNAL BOARD REPRESENTATIVE ELECTION

This handbook outlines information which may be of interest to members of Ngāti Mutunga iwi wishing to nominate persons or be nominated themselves as candidates in the 2020 election of a Ngāti Mutunga representative on the Board of Te Reo Irirangi o Taranaki Charitable Trust.

It has been prepared as a guide to assist interested potential candidates with information on the nomination and election process and the role and responsibilities of trustees on the Te Reo Irirangi o Taranaki Charitable Trust.

The elected representative on Te Reo Irirangi o Taranaki Charitable Trust will serve for a term of three (3) years commencing after the announcement of the election result following the Te Rūnanga o Ngāti Mutunga AGM to be held on Saturday 13th February 2021 at Urenui Pa.

RETURNING OFFICER

Te Rūnanga o Ngāti Mutunga uses a returning officer to conduct the trustee and external board representative elections.

The role of the returning officer is to conduct the elections in accordance with the requirements set out in the Charter, as well as in accordance with standard election management practices.

The Rūnanga has appointed Warwick Lampp from electionz.com as the Returning Officer.

The company has considerable experience in conducting elections throughout the country and overseas, including for many Māori organisations.

They have conducted the Kaitiaki elections for the Rūnanga for a number of years.

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ELIGIBILITY FOR APPOINTMENT

Please read the nomination form on page 18 carefully and ensure all requested information is provided. Failure to supply all requested information will result in the nomination being declared invalid.

Candidates must, as at the closing date for nominations, be recorded in the Ngāti Mutunga Register as an Adult Registered Member of Ngāti Mutunga.

At least five (5) Adult Registered Members of Ngāti Mutunga must support the nomination of a candidate on the nomination form. The consent of each candidate to his or her nomination must be endorsed on the nomination form.

2020 EXTERNAL REPRESENTATIVE ELECTION

This 2020 external board representative election is for one (1) board position representing Ngāti Mutunga iwi on the Te Reo Irirangi o Taranaki Charitable Trust. The term of office for the position is three (3) years and commences following the announcement of the election result after the Annual General Meeting of Te Rūnanga o Ngāti Mutunga on Saturday 13th February 2021.

CLOSING DATE FOR NOMINATIONS

Fully completed nomination forms should be sent to the Pouwhakahaere, Te Rūnanga o Ngāti Mutunga, PO Box 32, Urenui 4349, Taranaki or via E-Mail to paul@ngatimutunga.iwi.nz by **5pm Monday 7th December 2020**. Nominations received after this date will not be accepted.

ANNOUNCEMENT OF CONFIRMED CANDIDATES AND ELECTION DATE

A list of confirmed candidates and the closing date for the election will be published in the Taranaki Daily News, Dominion Post, New Zealand Herald and Christchurch Press.

NO ELECTION RULE

In the event that the total number of nominations of external representatives is equal to the total number of vacancies (1), no election shall be necessary and the person nominated shall be deemed to have been duly appointed.

Should no election be necessary the names of the appointed representative will be published in the Taranaki Daily News, Dominion Post, New Zealand Herald and Christchurch Press.

TRUSTEE SKILLS AND DUTIES

AUTHORITY/RESPONSIBILITY:

As a member of the Board, a Trustee acts in a position of trust for the board that you represent and Ngāti Mutunga Iwi and is responsible for the effective governance of the trust.

MEETINGS

The Board of Te Reo Irirangi o Taranaki Charitable Trust meets monthly and board representatives are expected to attend all meetings, and report back to Te Rūnanga o Ngāti Mutunga and the iwi.

QUALIFICATIONS/SKILLS:

Knowledge and skills in one or more areas of Board governance: policy, finance, communications, commercial/investment and/or legal/personnel combined with an understanding of and commitment to Ngāti Mutungatanga and Tē Rēo Māori. Previous governance or business experience, and an understanding of the role of Te Māngai Pāho and an overview of the radio spectrum as it applies to Maori radio is preferred.

TERM:

External board representatives are elected by the iwi membership and will serve for a three (3) year term.

REQUIREMENTS:

- Commitment to the work of the organisation
- Knowledge and skills in one or more areas of Board governance: policy, finance, communications, commercial/investment and/or legal/personnel combined with an understanding of and commitment to Ngāti Mutungatanga and Tē Rēo Māori. Previous governance or business experience, and an understanding of the role of Te Māngai Pāho and an overview of the radio spectrum as it applies to Māori radio is preferred.
- Willingness to serve on Board committees and actively participate
- Attendance at monthly Te Reo Irirangi o Taranaki Charitable Trust Board meetings
- An in-depth understanding of Tiriti o Waitangi principles
- A time commitment of 8-10 hours per month, (includes Board preparation, meeting and committee meeting time)
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware of and declare any conflict of interest

PREFERRED TRUSTEE COMPETENCIES:

The following list of preferred competencies identifies the level of competency we are ideally seeking in an external representative on Te Reo Irirangi o Taranaki Charitable Trust.

A MATTERS OF NGĀTI MUTUNGA TIKANGA AND TĒ RĒO MĀORI

Potential Trustees should have a commitment to Ngāti Mutunga tikanga and Tē Rēo Māori.

B BUSINESS SKILLS

Potential Trustees should have a successful and a proven business record and should understand the reality and complexity of Iwi business. Their knowledge should include an understanding of the role of Te Māngai Pāho and an overview of the radio spectrum as it applies to Maori radio.

C LEADERSHIP

Potential Trustees must demonstrate leadership skills, and the ability to interact with stakeholders and organisations of differing types and views.

D STRATEGIC THINKER

Potential Trustees must have the ability to think strategically and consider the wider perspective of issues.

E GOVERNANCE

Potential Trustees must be able to understand and articulate the governance role that is required of the position.

F DECISION MAKING

Potential Trustees must be able to comprehend and distil issues, determine appropriate information and have courage to take effective, even if unpopular decisions, which benefit the trust. They must demonstrate good judgement, common-sense and independence of thought, allowing for a wide perspective on issues for the common good of the Trust and Ngāti Mutunga.

PERSONAL ATTRIBUTES:**A PROFILE**

Potential Trustees should have a well-regarded profile, particularly in the Ngāti Mutunga community, and no convictions or pending convictions.

B COMMITMENT AND ADDING VALUE

Potential Trustees must be committed to the development of Ngāti Mutunga and be able to commit the time and effort required to carry out their role as a Trustee of Te Reo Irirangi o Taranaki Charitable Trust effectively.

D HONESTY AND INTEGRITY

Potential Trustees must be able to demonstrate honesty and integrity at all times.

E INTERPERSONAL AND COMMUNICATION SKILLS

Potential Trustees must have good interpersonal skills, including the ability to interact and communicate effectively with people from a wide variety of backgrounds and representing differing points of view.

APPENDIX 1

BACKGROUND AND OBJECTIVES

The Te Reo Irirangi o Taranaki Charitable Trust is the governing body of Te Korimako o Taranaki, a Maori owned radio station wholly owned by the eight (8) iwi of Taranaki.

Representation on the Board is made up of eight (8) trustees, each representing one of the iwi of Taranaki.


The Constitution of the Te Reo Irirangi o Taranaki Charitable Trust is attached to this handbook and sets out the role of the Trust and the responsibilities of Trustees.

EXTERNAL BOARD NOMINATION FORM 2020

TE REO IRIRANGI O TARANAKI CHARITABLE TRUST

Please complete the nomination form on the following three pages

CHECKLIST

	Actions
	Signatures of five registered adult iwi Members
	Signature of Candidate
	Photo e-mailed to office@ngatimutunga.iwi.nz
	Candidate Statement of 150 words
	All sections completed

Nominations close 5pm Monday 7th December 2020

EXTERNAL BOARD NOMINATION FORM 2020

For the Election of a Ngāti Mutunga Representative on the Board of

Te Reo Irirangi o Taranaki Charitable Trust

NOMINATORS (To be completed by 5 adult registered members nominating the candidate)*

We, the undersigned nominate _____

(Full name of nominee)

for election as a Board member of the Board of Te Reo Irirangi o Taranaki Charitable Trust for the three year period beginning in the week following the TRoNM AGM on 13 February 2021.

NAME OF NOMINATOR	SIGNATURE	ID NUMBER
1.		
2.		
3.		
4.		
5.		

NOMINEE (To be completed by the candidate)**

I _____ (name)

accept the nomination for election as a Ngati Mutunga representative on the Board of Te Reo Irirangi o Taranaki Charitable Trust for a three year term beginning after the TRoNM AGM on 13 February 2021. I declare that to my knowledge I am in good ethical standing and am not aware of any complaint or action that may affect my reputation or ability to perform the role. I acknowledge that a police check may be required as part of the election process.

Address _____

Telephone (H) _____ Cell _____

Email _____ ID Number _____

Signature _____ Date ____/____/20

* The rules on nomination are on Page 12 ** The nominee is reminded to also complete Page 11 of this form

CANDIDATE DETAILS (Please note – this information will be reproduced in voting information packs)

Name: _____

Employment History and Experience:

Candidate Statement (150 words max – please use separate sheet of paper if necessary):

PHOTOGRAPH: Candidates are required to submit a digital photograph for inclusion in the voting information pack. Please e-mail the photograph (jpeg or tif formats) to paul@ngatimutunga.iwi.nz

POINTS TO NOTE

The rules for this external board representative election follow the rules set out for trustee elections in the Te Rūnanga o Ngāti Mutunga Charter.

The Rules governing eligibility for appointment and the making of nominations (Second Schedule, Te Rūnanga o Ngāti Mutunga Charter) state amongst other things that:

a) TRUSTEE TO BE REGISTERED:

To be elected a Trustee must, as at the closing date for nominations, be recorded in the Ngāti Mutunga Register as an Adult Registered Member of Ngāti Mutunga (Section 2.1, Second Schedule, Te Rūnanga o Ngāti Mutunga Charter).

b) NOMINATION TO BE IN WRITING:

The nomination of a candidate for election as a Trustee shall be in writing signed by not less than five (5) Adult Registered Members of Ngāti Mutunga shown on the Ngāti Mutunga Register as being entitled to vote in respect of the election of that candidate (Section 6.5, Second Schedule, Te Rūnanga o Ngāti Mutunga Charter).

c) CONSENT OF NOMINEE:

The consent of each candidate to his nomination shall be endorsed on the nomination paper, provided that a candidate may at any time, by notice to the Rūnanga, withdraw his or her nomination (Section 6.6, Second Schedule, Te Rūnanga o Ngāti Mutunga Charter).

This form needs to be signed by five (5) Adult Registered Members making the nomination and the nominee.

CLOSING DATE

Please send completed form and profile photographs to the Pouwhakahaere of Te Rūnanga o Ngāti Mutunga by **5pm Monday 7th December 2020 at PO Box 32, Urenui 4349** or via E-Mail to paul@ngatimutunga.iwi.nz

Nomination forms will then be checked against the Rules quoted above. Confirmed candidates' details will be published in the official Ballot Paper and voter information pack to be distributed to all voting Te Rūnanga o Ngāti Mutunga members.