



## TRUSTEE ROLE DESCRIPTION

Skylight is a non-profit charitable trust that enables children, young people, their families and whānau to navigate through times of trauma, loss, grief and change by facilitating their access to expert information, professional services and support. It also offers education, training and support for professionals, agencies and others who assist those dealing with trauma, loss, grief and change. While Skylight's staff are predominately based in Wellington, it is national in scope. Skylight's revenue comes from government and social agency contracts, client fees, professional development fees, publication sales, and charitable donations and grants.

For more information about Skylight, see [www.skylight.org.nz](http://www.skylight.org.nz)

### Role Purpose

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Skylight so as to support the organisation's mission, vision and strategic direction.

### Trustee's Role and Responsibilities

The role of the Trustee is to provide governance and stewardship for Skylight Trust. Trustees are responsible and accountable to the Chair of the Board of Trustees. Board members are expected to attend all Board and Committee meetings and participate and add value to the discussion at the Board table taking a strategic and governance perspective.

The Trustees responsibilities are to ensure the highest standards of:

- Organisational performance
- Strategic and Business Planning
- Legal Compliance
- Financial Management
- Risk Assessment and Management.

This is done in the context of the Deed of Trust, the Strategic and Annual Business Plans and as provided in and by the Charitable Trusts Act, 1957 and the Charities Act 2005.

Board Objectives	Role of the Trustee
<p>To perform the duties and responsibilities relating to:</p> <ol style="list-style-type: none"> <li>1. Strategic and Business Planning</li> <li>2. Legal Compliance</li> <li>3. Financial Management</li> <li>4. Risk Assessment/Management</li> <li>5. Selection and appointment of the CEO</li> <li>6. Counsel, support and monitor the performance of the CEO.</li> </ol>	<ul style="list-style-type: none"> <li>● Work with the Board, CEO and Management team to develop the Strategic Plan.</li> <li>● Approve the Strategic Plan, annual Business Plan and budget</li> <li>● Quarterly and Annual review of the Strategic Plan.</li> <li>● Operate in accordance with the Board Charter and Deed of Trust</li> <li>● Comply with legislation, in particular the Charitable Trust Act 1957, the Charities Act 2005 and Te Tiriti o Waitangi.</li> <li>● Diligent overview of the finances of the Trust to optimise efficient and effective services within a carefully managed budget.</li> <li>● Support funding development initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>● Identify risks facing the Trust and minimise exposure to risk</li> <li>● Monitor Trust performance through reviewing monthly reports, relevant reviews and audit reports, statistics and client surveys of Trust services, monthly financial and accounting summaries and reports.</li> <li>● Leadership of, and support for, the Trust's achievements, resources and delivery of evidence based, safe and culturally appropriate services.</li> <li>● Contribute to the appointment process of a CEO, development of the CEO's annual performance agreement and annual review process.</li> <li>● Represent and promote the objectives of the Trust in the community.</li> </ul>
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**Expectations of board members:**

- Attend and participate in Board and Committee meetings on a regular basis, the AGM and special events as able.
- Participate on at least one Board Committee and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Skylight's mission, objectives, and programs.
- Help communicate and promote Skylight's mission and programs to the community.
- Become familiar with Skylight's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Skylight.
- Have personal qualities of integrity, credibility, and a passion for Skylight's purpose.
- Assist in fundraising and networking programmes.

**Specific Skills, Qualifications and Experience**

Trustees are expected to have **some or most** of the following:

- Governance experience
- Financial management
- Strategic and business planning
- Cultural expertise
- Mental health, Counselling or Well-being policy and practice
- Human resources
- Marketing and Communications
- Advocacy
- Relationship management and community connections
- IT/Social Media
- Children and young people perspectives.

**Performance Review and Evaluation**

The Board's and Trustees' performance is evaluated and reviewed on a yearly basis based on agreed measures.

**Updated: July 2021**