

Trustee Position Description



Responsible to: Chairman

Duration of Appointment: Three years with possible roll over periods

Organisation Vision: Making South Waikato the most prosperous region in Aotearoa New Zealand.

Organisation Purpose: To be a development catalyst for South Waikato, supporting a resilient economy and enhancing community wellbeing by -

- Growing our businesses
- Growing our people and our workforce
- Growing our competitive and productive industries

Your purpose:

- To effectively represent and promote the interests of SWIFT with the view of adding long term value to the organisation and the South Waikato community
- To make timely and objective decisions in the interests of economic development, business growth, job creation and skills development in the South Waikato
- To provide sound advice, support and direction in the management and business affairs of SWIFT through the following key areas.

What you will achieve

Key Accountabilities	Responsibilities
Appointment of CEO	<ul style="list-style-type: none"> • Recruit and appoint the Chief Executive. Set the terms of employment and review their performance in line with the agreed delegations.
Strategic Direction	<ul style="list-style-type: none"> • Ensure SWIFT has clear direction, appropriate strategies, business plan and financial plan to collaboratively drive community outcomes • To provide feedback and advice to the CEO on progress towards the SWIFT Vision, and Mission and performance against agreed plans and budgets
Business Development	<ul style="list-style-type: none"> • Support and encourage management to proactively seek opportunities to support South Waikato’s economic development through partnerships, training/education, innovation, business support and government engagement. • Also ensure that the organisation becomes more effective at supporting the development of skills for local industry
Performance Management	<ul style="list-style-type: none"> • Regularly review the performance of the organisation through reviewing performance against business plan, key stakeholder relationships, and the organisation’s achievements. • Provide the Chief Executive with feedback, support and advice
Stakeholder Engagement	<ul style="list-style-type: none"> • Engage on behalf of SWIFT in relevant industry forums and stakeholder forums and help develop an understanding of SWIFT. • Provide feedback to SWIFT on industry and stakeholder issues
Financial Stability	<ul style="list-style-type: none"> • Ensure that all steps are taken to protect the financial viability of SWIFT and its ability to meet financial obligations. • Ensure that all financial statements are true and fair and pass audit requirements and comply with all elements of the law

Maintain Professional Director Standards	<ul style="list-style-type: none"> • Active attendance at board meetings providing advice and direction on issues discussed/raised. • Attendance at other meetings of the board as and when required to provide advice and direction on matters of urgency • Work within legislation and organisation guidelines, rules, policies and procedures including health and safety when completing SWIFT related business. • Demonstrate a desire to develop the relevant knowledge and skills required of a Director.
Organisational Culture	<ul style="list-style-type: none"> • Display and actively promote SWIFT's vision, mission and values • Encourage teamwork and mutual respect.

Competencies

Strategic Agility	<ul style="list-style-type: none"> • Sees ahead, able to provide a wider perspective and anticipate future consequences. • Has a broad knowledge and appreciation of strategic drivers • Provides thought leadership for the organisation
Governance	<ul style="list-style-type: none"> • Ability to act as part of a team. • Understand the difference between governance and management. • Has an independent mind and is willing to act on and be accountable for board decisions. • Asks for and uses information to make informed judgements
Business / Financial Acumen	<ul style="list-style-type: none"> • Knows how the organisation works. • Has sound understanding of markets and social forces and trends and how they affect SWIFT. • Can think critically and challenge proposals
Innovative Thinking	<ul style="list-style-type: none"> • Ability to show initiative, demonstrate creativity and innovation and take appropriate risks. • Expert in problem solving. • Has persistence and courage to think differently
Relationship Building	<ul style="list-style-type: none"> • Ability to build and maintain relationships with internal and external stakeholders, community, investors, iwi and central government agencies relevant to SWIFT. • Develops SWIFT's profile in all dealings on its behalf.

Qualifications and relevant experience

The Director will come from a background that includes some of the following -

- Knowledge and appreciation of te Tiriti o Waitangi and Te Ao Maori
- Knowledge and experience in key South Waikato industries that will support the district's economic growth – Agriculture, Forestry, Engineering
- Extensive business experience at a senior level or as an owner
- Knowledge of Economic Development models and Asset Based Community Development approaches
- A track record in business innovation, entrepreneurship or managing emerging business opportunities (with interest in Maori enterprise)
- Knowledge and/or experience in dealing with central government
- Strong commercial and financial acumen with an understanding of investment models
- Relevant governance training through the IOD or equivalent, or a willingness to undertake training.

Board skills mix

The SWIFT Appointments Committee will ensure the Board of SWIFT has an appropriate balance of skills to oversee the strategy of the organisation. In particular, the Appointments Committee will ensure the composition of the Board covers -

- Active community representatives (preferably living in district)
- Active national & regional connections
- Technical understanding of key projects
- Significant professional governance experience
- Strategic ability and
- Understanding of Te Ao Maori
- Strong understanding of the political environment
- Understanding of relevant primary industries (farming, forestry)
- Understanding of investment processes and opportunity identification
- Financial Management experience

The Trustees may from time to time review the required skill mix to ensure its relevance to the strategic direction of SWIFT.