Position Description: **Trustee Skylight Trust**

Purpose

Empowering Tamariki and Rangatahi to Thrive

Skylight is a non-profit charitable trust that supports tamariki, rangatahi (5-24), and their whānau to navigate through trauma, loss, grief, change, and tough times by providing counselling, resources, programmes, expert information, and professional services. We also offer education, training and support for the professionals, agencies and others who are supporting children and young people facing tough times.

We are Te Tiriti led.

While Skylight's office is 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, charitable donations, and grants.

For more information about Skylight, see www.skylight.org.nz

Term:

Trustees are appointed for a three-year term, with a maximum tenure of six years.

Purpose of the Role:

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Skylight so as to support the Skylight's vision, mission, values, 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 Co-Chairs 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:

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

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.

Expectations of Board members:

- Attend and participate in Board and Committee meetings on a regular basis, an annual strategy day and special events as able.
- Participate on at least one Board Committee and serve on ad-hoc committees, as necessary.
- Champion and embed Te Tiriti o Waitangi in governance, organisational culture, and decision-making.
- Be alert to community concerns and opportunities that can be addressed by Skylight's mission, objectives, and programmes.
- Help communicate and promote Skylight's mission and programmes to the community.
- Become familiar with Skylight's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Skylight.
- Monitor progress against strategic objectives, organisational impact, and equitable outcomes for Tamariki and Rangatahi
- 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 at least some of the following (and as a Board the full suite):

- Governance experience
- Demonstrated understanding of Te Tiriti o Waitangi and its practical application within governance and organisational leadership
- Financial management
- Strategic and business planning
- Cultural expertise – including knowledge and understanding of tikanga Māori, mātauranga and Māori models of health/wellbeing
- Mental health, Counselling or Wellbeing policy and practice
- Human resources
- Marketing and Communications
- Advocacy
- Relationship management and community connections
- IT/Social Media
- Children and young people perspectives
- Collaborative, culturally safe, and inclusive leadership skills
- Experience working in genuine partnership with Māori leaders, communities, and organisations within a bi-cultural or Tiriti-based or led governance environment / or willingness to learn.

Performance Review and Evaluation

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