

POSITION DESCRIPTION

Position	Trustee
Nature of Position	Voluntary



ABOUT ENGLISH LANGUAGE PARTNERS NEW ZEALAND (ELPNZ)

For 40 years, English Language Partners New Zealand (ELPNZ) has provided English language tuition and social support to adult refugees and migrants making their home in New Zealand. We are an education provider with NZQA category 1 endorsement.

ELPNZ is a charitable trust registered with Charities Services. We operate nationally, delivering services from 22 centres across the country.

In 2019, we worked with 7,100 learners through the efforts of 350 paid staff and 1,500 trained volunteers. Our annual income from all sources was \$11.5m; our primary funder is the Tertiary Education Commission.

Vision

Former refugees and migrants participate successfully in all aspects of life in Aotearoa New Zealand.

Purpose

To provide English language programmes and enable effective settlement.

Values

Diversity - we are welcoming

Partnership - we work together for success

Respect - we care, listen and respond

Excellence - we value our work and aim high

PURPOSE OF POSITION

To govern ELPNZ and to advance and protect the long-term interests of ELPNZ throughout New Zealand.

As a trustee of ELPNZ you will be part of the Board of Trustees made up of 7 to 9 people whose role is to ensure the charitable objects of ELPNZ are effectively carried out and the vision achieved. ELPNZ's charitable objects are:

- Provide English language and related social support for the effective resettlement of refugees and migrants in New Zealand;
- Represent the members of the migrant and former refugee community whose first language is other than English, at local and national level and ensure there is adequate provision for their English language needs;
- Engage local communities and individual volunteers to support and participate in the services provided to learners;
- Link with other like organisations and groups throughout New Zealand;
- Enter into formal agreements to join or associate with any other organisations whose objects are similar to those of the Trust, as determined by the Board;
- Remain at all times a Registered Charity;
- Carry out all other acts which the Trust may consider conducive or incidental to the attainment of the charitable objects set out above.

KEY ACCOUNTABILITIES

In partnership with the whole board of trustees, the Trustee will:

1. Set the strategic direction and priorities for the organisation;

2. Employ and manage the CE;
3. Set governance policy and manage performance expectations;
4. Approve budgets, audit reports and ensure proper financial controls are in place;
5. Define and manage risks;
6. Monitor and evaluate organisational achievements; and
7. Be an ambassador for the organisation promoting its services and merits.

These accountabilities are to be carried out in line with the Trust Deed.

VOLUNTEER ROLE

The Trustee position is a volunteer role. ELPNZ will reimburse pre-approved reasonable expenses incurred on behalf of carrying out Trustee work.

APPOINTMENT & TENURE

The trustee is appointed for a term of three years and may be reappointed for a further two terms.

TIME COMMITMENT

Meetings are held four-five times a year in Wellington on a Saturday.

In addition to the preparation and attendance at trustee meetings, trustees will be expected to commit up to 3 hours a month to undertake activities such as staying informed about matters in relevant sectors, reviewing documents, participating in Board committees or online/phone meetings or attending ELPNZ external events or meetings.

CONFLICT OF INTEREST

The Trustee should be free of significant conflicts of interest and declare any matters that may impact on performance as a Trustee.

KEY COMPETENCIES

Leadership:

- To see the big picture and the implications and impact on issues in the broader sense;
- To make sensible, astute recommendations and business decisions;
- To interpret both factual and conceptual information and make sound judgements based on that information;
- To contribute to the creation and not merely the preservation of stakeholder value; and
- To be able to distinguish between the separate but complementary roles of governance and management.

Strategic:

- To understand the position of the organisation in its markets and its relationship to key stakeholders;
- To ensure that strategies and business plans are adopted that will deliver the organisation's vision and purpose; and
- To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

The Sector:

- A sense of connection and passion to the vision of ELPNZ;
- Knowledge of and/or experience in the refugee and/or migrant sector; and
- Has strong empathy and respect for the goals and operational principles of the community sector – and in particular for the settlement issues for refugees and migrants.

Analytical:

- To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
- To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
- To remain objective and measured under pressure.

Relationship Management:

- To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
- To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
- The strength of character to maintain an independent point of view when others disagree.

GENERAL

To qualify to be a Trustee, and remain a Trustee, the Trustee must meet the following criteria:

1. Charity officer certification requirements as outlined in the Charities Act 2005;
2. The Trust's security checking policy for volunteers;
3. Requirements of New Zealand Qualifications Authority and Tertiary Education Commission for governance members;
4. Requirements of the Trust's Board Terms of Reference;
5. Stay informed on migrant and refugee learner communities.

Candidates shortlisted for an interview for this position would need to be able to participate in a 30 minute online interview. The tentative date for this is:

- Tuesday 12th May in the morning.

Our Trustees are a highly committed and highly motivated team. They look forward to welcoming the successful appointees. Our 2020 dates are:

- 22 May – 4pm induction to the Board
- 23 May – 9am-2pm Board meeting
- 29 August – Board meeting
- 28 November – Board meeting

Please note that meetings are face-to-face however the May induction and meeting may be online (COVID dependent).

Applications close Sunday 19 April at 5pm.

To apply email a CV and Covering Letter to ELPtrustee@englishlanguage.org.nz

Questions about the position can be directed to Wendy at ELPtrustee@englishlanguage.org.nz