

Board member position description

October 2025

This is a position description for a trustee of the Strathmore Park Community Centre Trust. It will be reviewed every two years to ensure it remains fit for purpose.

<p>Purpose of the role</p>	<p>To provide governance and strategic direction to the Strathmore Park Community Centre Trust, ensuring the centres provide opportunities for Strathmore Park residents to connect, grow and thrive.</p>
<p>Responsibilities</p>	<p>You are responsible for:</p> <ul style="list-style-type: none"> ● Preparing for meetings through undertaking specified pre-work, which will include reading papers, reports and other materials; asking for additional information or clarification as needed; and considering agenda items in advance to contribute meaningfully to discussions. ● Attending all meetings unless otherwise agreed. ● Contributing to the development and oversight of the Trust's strategic direction in liaison with staff and the community. ● Ensuring the Trust operates in compliance with its constitutional requirements, relevant legislation and best practice governance standards for registered charities. ● Monitoring the financial performance and sustainability of the Trust, including oversight of risk management. ● Participating in the election of office holders (Chair, Secretary and Treasurer) as required. ● Contributing to a constructive and collaborative Board culture that values diverse perspectives and community representation. ● Adhering to relevant organisational policies, including those relating to conflicts of interest and confidentiality.

<p>Skills and experience</p>	<p>You are a trustee because you contribute to the Board's required collective competence in one or more of the following areas.</p> <ul style="list-style-type: none"> ● Legal, regulatory and compliance knowledge (relevant to registered charities) ● Financial skills, including risk management ● Fundraising and sponsorship experience (including grant applications, partnerships and commercial revenue) ● People management and team culture development - Strategy and planning ● Community development experience ● Cultural competency with respect for, and an understanding of, a range of cultures, including tikanga Māori <p>All trustees are expected to have:</p> <ul style="list-style-type: none"> ● An understanding of and commitment to Te Tiriti o Waitangi ● A passion for Strathmore Park and the difference the centres can make to the communities they serve ● Networks within Strathmore Park (community groups, business etc) and with stakeholders, which may include social service providers, local government, ethnic groups.
<p>Values</p>	<p>You act in alignment with the trust's values of:</p> <p>Belonging and Whanaungatanga</p> <ul style="list-style-type: none"> ● Welcoming with aroha and respect. ● Building a sense of place for all. <p>Useful</p> <ul style="list-style-type: none"> ● Holding ourselves accountable—asking, “Is it helpful?” and “Is it the best we can do?” ● Using resources wisely and meaningfully. <p>Together</p> <ul style="list-style-type: none"> ● Connecting and collaborating. ● Bringing people with us; dreaming, doing and celebrating together. <p>Momentum</p> <ul style="list-style-type: none"> ● Moving forward with energy and purpose. ● Reaching and striving for better outcomes.

<p>Time commitment</p>	<p>We estimate the meeting-related time commitment to be approximately 30 hours annually (based on six meetings per year at six hours each) which would cover pre-reading; attendance and follow-up.</p> <p>Providing additional advice and input in your area of skill/experience to the trust team is encouraged. This additional time commitment would be over and above meeting attendance.</p>
<p>Relationships</p>	<p>Trustees work collectively as the governing body of the Strathmore Park Community Centre Trust, a registered charity. Relationships will be with:</p> <ul style="list-style-type: none"> ● Fellow trustees, including the Chair, Secretary and Treasurer ● The Trust's manager and staff team ● The communities served by the two centres ● Key stakeholders and partners, including funders, local government and community organisations
<p>Term</p>	<p>Trustees are appointed for three-year terms and may be reappointed after a term has expired to a maximum of three consecutive terms.</p>
<p>Confidentiality</p>	<p>You are required to keep all information about the Trust's operations, staff, finances, strategic discussions and decisions confidential, except where disclosure is required by law or authorised by the Board.</p>
<p>Dispute resolution</p>	<p>In the event of any dispute with another trustee or regarding Trust matters, you are to:</p> <ul style="list-style-type: none"> ● Seek to resolve it directly with the other party if appropriate ● Raise the matter with the Chair (or another trustee if the dispute involves the Chair) ● Follow the Trust's constitution and relevant policies regarding dispute resolution.
<p>Remuneration</p>	<p>This is a voluntary, unpaid position. Reasonable expenses incurred in carrying out trustee duties may be reimbursed in accordance with the Trust's policies.</p>