

Burnett Foundation Aotearoa

Trustee Position Description

Primary Responsibilities of Trustees	Key Tasks of Trustees
To uphold and promote Burnett Foundation Aotearoa's mission, purpose, values and goals	<ul style="list-style-type: none"> • Be familiar with the Burnett Foundation Aotearoa Trust Deed and Strategic Plan. • Ensure that governance policies and plans are developed to achieve Burnett Foundation Aotearoa's stated purpose and objectives • Ensure that governance policies and activities adopted are consistent with Burnett Foundation Aotearoa's purpose, values and objectives • Ensure that the operational programme management of Burnett Foundation Aotearoa is consistent with its purpose, values and objectives • Undertake strategic planning
To uphold the public confidence in Burnett Foundation Aotearoa	<ul style="list-style-type: none"> • Actively promote the work and reputation of Burnett Foundation Aotearoa • Defend from public or private criticism the work and reputation of Burnett Foundation Aotearoa and its individual members in carrying out the Foundation's legitimate activities • Maintain the integrity of the Board and accept the responsibilities of leadership • Represent Burnett Foundation Aotearoa on appropriate occasions • Ensure the timely production of all statutory documents
To ensure the prudent management of Burnett Foundation Aotearoa finances	<ul style="list-style-type: none"> • Authorise expenditure • Ensure that the financial resources of Burnett Foundation Aotearoa are used to fulfil its objectives • Ensure an equitable and effective distribution of funds to implement Burnett Foundation Aotearoa's primary purpose and programme objectives • Ensure that funds are prudently managed and accounted for, including through the annual setting and monitoring of the budget and financial delegations • Appoint Burnett Foundation Aotearoa's auditors and ensure that a proper audit of the Foundation's finances is carried out each year
To ensure that sufficient funds are raised to finance Burnett Foundation Aotearoa's plans	<ul style="list-style-type: none"> • Ensure that the Board has a strategy to meet Burnett Foundation Aotearoa's financial objectives • Actively participate in fundraising activities

<p>To ensure that Burnett Foundation Aotearoa is a good employer</p>	<ul style="list-style-type: none"> • Appoint a Chief Executive and delegate to them clear responsibilities and functions • Adopt honest and fair human resources management policies applicable to both employees and volunteers • Ensure that mediation and grievance procedures are implemented when the need arises
<p>To maintain the charitable character of Burnett Foundation Aotearoa as a charitable trust</p>	<ul style="list-style-type: none"> • Be familiar with the Burnett Foundation Aotearoa Trust Deed and with the powers and responsibilities of the Trustees • Act with prudent judgment in the exercise of those powers • Accept responsibility for the Trusteeship
<p>To maintain the culture of the Burnett Foundation Aotearoa Trust Board</p>	<ul style="list-style-type: none"> • Accept that Trustees are on the Board to support the overall mission and strategy of Burnett Foundation Aotearoa and not to pursue a single issue • Ensure that everyone on the Board is heard on issues • Ensure acceptance of majority decisions and that those with a minority opinion do not ‘re-litigate’ or undermine Board decisions • Ensure confidentiality of Board discussions is assiduously maintained • Maintain the high degree of trust between Board members
<p>To represent Burnett Foundation Aotearoa in stakeholder relationship and fundraising events</p>	<ul style="list-style-type: none"> • To attend meetings and events that raise the Burnett Foundation Aotearoa’s profile, recruit new members and raise funds, e.g. <ul style="list-style-type: none"> ○ Burnett Foundation Aotearoa Community Forums – Staff and Board members meeting local communities ○ Relationships with Mana Whenua and Māori providers ○ Shared events/meetings with our community partners, such as Body Positive/Positive Women Inc. ○ Meetings with Ministers/politicians ○ Big Gay Out in Auckland and other gay community events around the country ○ Candlelight Memorial ceremonies (in each region annually in May) ○ Member-focused events, such as Life Membership awards ○ Sponsor relationship-building events – annually as arranged ○ Burnett Foundation Aotearoa fundraisers