



## Kāti Huirapa Rūnaka ki Puketeraki

### POSITION DESCRIPTION

**Job Title:** Rūnaka Representative/Alternate Rūnaka Representative

**Appointed by:** Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc. Appointments Committee

**VISION:**

**To find the most suitable candidates to represent our hapū at Te Rūnanga o Ngāi Tāhu.**

#### 1. Positions

Applicants must be registered members of Te Rūnanga o Ngāi Tāhu and Kāti Huirapa Rūnaka ki Puketeraki.

The position of the Rūnaka Representative is to represent the interests of Kāti Huirapa Rūnaka ki Puketeraki at the tribal council of Te Rūnanga o Ngāi Tāhu whilst acting in the best interests of Ngāi Tāhu Whānui.

The position of the Alternate Representative is to act as the Rūnaka Representative in the event that the Rūnaka Representative is not able to fulfil any of his or her functions. This requires maintaining an up to date knowledge of Te Rūnanga o Ngāi Tāhu business.

The Rūnaka Representative and Alternate Representative are by nature of their position expected to be the two most informed people within the Rūnaka membership on Te Rūnanga o Ngāi Tāhu business. It is expected they will work closely as a team with each providing a key sounding board for the other.

In accepting the appointment as Rūnaka Representative or Alternate Representative they become members of the Kāti Huirapa Rūnaka ki Puketeraki Executive and as such are expected to attend all meetings of the Executive Committee and fully participate in the business of the executive.

#### 2. Reporting

The Rūnaka Representative is responsible to the whole Rūnaka and as such is required to report to all Rūnaka General Meetings and Executive committee meetings.

The positions of the Rūnaka Representative and Alternate Representative may be monitored by the Appointments Committee. If a review is to take place, the Appointments Committee will conduct reviews of performance at least annually. The representatives will be notified ten (10) days prior to any review meeting taking place.

### **3. Key Relationships**

- Rūnaka Representative/Alternate Representative
- Rūnaka Members
- Rūnaka Executive
- Upoko
- Rūnaka Manager and Staff
- Other Rūnaka representatives, Alternate Rūnaka representatives
- Other members of Kāti Tāhu Whānui
- Te Rūnanga o Ngāi Tāhu Chief Executive Officer and Secretary

### **4. Primary Areas of Responsibility**

- Attend meetings of Te Rūnanga o Ngāi Tāhu and related sub-committees (where required).
- Report bi-monthly to the Rūnaka following Te Rūnanga o Ngāi Tāhu meetings.
- Ensure relevant issues of importance are communicated to the Rūnaka Executive and Rūnaka members.
- To represent the interests of Kāti Huirapa Rūnaka ki Puketeraki to Te Rūnanga o Ngāi Tāhu.

### **5. Key Tasks**

- To attend Te Rūnanga o Ngāi Tāhu meetings, wānaka and training.
- To act in a governance capacity at Te Rūnanga o Ngāi Tāhu and to uphold the mana of Kāti Huirapa Rūnaka ki Puketeraki.
- To be familiar with and to act in accordance with Te Rūnanga o Ngāi Tāhu legislation, Charter provisions, Standing Orders and policies.
- To act as a link between Te Rūnanga o Ngāi Tāhu and Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc.
- To report in writing and verbally following each Te Rūnanga o Ngāi Tāhu meeting as per paragraph 1, 2. Reporting.
- To facilitate meetings of interested Runaka members on agenda items, decision papers and discussion papers.
- To liaise with the Runaka Office for Te Rūnanga o Ngāi Tāhu papers to be circulated to interested members.
- To advise Rūnaka members of current issues affecting Te Rūnanga o Ngāi Tāhu.
- To have a sound knowledge of Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc. policy and views on current issues.
- To advocate for Kāti Huirapa Rūnaka ki Puketeraki at Te Rūnanga o Ngāi Tāhu level.
- To act in a manner consistent with the standard and expectations of Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc.
- To communicate with the Executive and other Rūnaka members having a particular interest in given kaupapa related to Te Rūnanga of Ngāi Tāhu and its business.
- To continually upskill self in governance standards and procedures.
- To maintain an open and constructive working relationship with Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc.

**6. Qualities Required**

- Experience and knowledge of Kāti Huirapa Rūnaka ki Puketeraki members, values and strategic vision.
- Ability to maintain connections with Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc. and the Marae.
- Strong sense of affiliation to Kāti Huirapa Rūnaka ki Puketeraki.
- Capacity to undertake positions of responsibility.
- Ability to influence in discussions and decision making.
- Agility and flexibility to respond to changing situations such as Covid-19
- Leadership
- Good Communicator including communications with the wider community and external stakeholders.
- Ability to read and absorb detailed and voluminous material.
- Understanding of tikanga.
- Commitment to Kāi Tāhu Whānui.
- Integrity.
- To be well in mind and body.
- Responsible and respect confidentiality when necessary.
- Empathy with sound meeting procedures.
- Governance experience or aptitude.
- Good record of punctuality and regular meeting attendance.
- Must not be disqualified by reason of clause 6.12 of the Charter of Te Rūnanga o Ngāi Tāhu (see Appendix One) or where there is a clear conflict of interest.
- Knowledge of management and governance.
- Team Worker
- Computer literate.

**7. Remuneration and Expenses – Rūnanga Representative**

- \$59,213.00 per annum.
- Representative is to attend meetings of Kāti Huirapa Rūnaka ki Puketeraki Inc. Soc. at their own cost.

**8. Remuneration and Expenses – Alternate Representative**

- Annual fee of 15% of the Rūnanga Representative fee.
- \$524 per Te Rūnanga meeting fee up to five (5) meetings per annum.
- Travel and accommodation expenses to attend these meetings are paid for.
- Professional development allowance of \$2,000 per Alternate Representative per annum.
- If an Alternate Representative sits at a scheduled Te Rūnanga meeting as the Representative, the Alternate is paid a daily fee of \$1,000.
- The Alternate Representative is insured under the Te Rūnanga Group Insurance Policy.

**Clause 6.12 - Te Rūnanga o Ngāi Tāhu Charter**

**6.12 RŪNANGA REPRESENTATIVE NOT TO BE CERTAIN PERSONS:**

**A person will be automatically disqualified from holding and (where applicable) will cease to hold office as a Rūnanga Representative if that person is:**

- a) A company, society or other non-natural person; or
- b) An employee of Te Rūnanga Group; or
- c) A prohibited person under sections 382, 383 or 385 of the Companies Act 1993; or
- d) A prohibited person under section 16(2)(c) of the Charities Act 2005; or
- e) A person who is an undischarged bankrupt; or
- f) A person who is less than 18 years of age; or
- g) A person for whom a compulsory treatment order is in force under the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
- h) A person for whom a property order or personal order is in force under the Protection of Personal and Property Rights Act 1988; or
- i) A person otherwise disqualified by any other enactment which may be in force from time to time.