



Trustee Position Description

Responsibilities

Trustees collectively have responsibility for the overall governance and strategic direction of Community Energy Action (CEA). They also have financial responsibility to safeguard the resources of the Trust, and legal responsibility to ensure that all compliance requirements are met. This involves:

- Ensuring that CEA has a clear mission and strategic direction, and is focused on achieving these;
- Agreeing an annual business plan and budget, and monitoring achievements;
- Upholding the fiduciary duty invested in the position, and undertaking such duties in a way that adds to public confidence and trust in CEA;
- Ensuring that CEA's governance is one of the highest possible standard;
- Ensuring that CEA complies with all legal and regulatory requirements;
- Acting as guardians of CEA's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
- Maintaining confidentiality about all sensitive/confidential information received in the course of the trustee's responsibilities to CEA;
- Appointing the Chief Executive (CE), and ensuring accountability, through the CE, for the achievement of the organisation's goals
- Ensuring all other matters of governance are performed as set out in CEA's Trust Board Governance Manual.

Commitment

The position of trustee is a voluntary one, although a Trustee Honoraria payment may be available, calculated each year according to the Crown Fees Framework and the financial position of CEA.

For someone aligned with the values and aims of CEA, the position offers great rewards in satisfaction and contribution to the community. It is an opportunity to serve on the longest running community energy enterprise in New Zealand. A trustee makes a serious commitment to the issues that CEA seeks to address – fair, equitable and environmentally responsible energy services for households – and a commitment to develop the full potential

of CEA as a well governed, responsible organisation providing high quality services to the community.

The main time commitments will be preparing for, and attending Trust Board meetings held monthly, and sub-committee meetings held less frequently. Other tasks arise from time to time. Internally, you may be asked to work with staff in areas where you have particular expertise and knowledge to share. Externally, you may be asked to represent CEA at outside meetings with stakeholders, including potential funders or influencers.

Trustees are appointed for a term of three years, and can be reappointed for further terms.

Qualifications

As well as the commitment to CEA's values and mission trustees are also asked to:

- Meet the eligibility requirements of trustees as set out in the Charities Act;
- Contribute leadership skills, governance experience, strategic and business skills to the Trust.