



# Moths and Butterflies of New Zealand Trust

## Trustee Position Description

### PRINCIPAL PURPOSE OF ROLE

To govern the Moths and Butterflies of New Zealand Trust and to advance and protect the long-term interests of the organisation.

To act honestly, in good faith and in the best interests of the organisation and in so doing, to support the organisation in fulfilling its mission and discharging its accountabilities.

### PRIMARY DUTIES

In concert with the rest of the board, the trustee will:

- Employ and manage any officers, voluntary or paid;
- Set the strategic direction and priorities for the organisation;
- Set policy and management performance expectations;
- Characterise and manage risks; and
- Monitor and evaluate organisational achievements.

Each trustee shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Trustees with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the board.

### SCOPE OF POSITION

The trustee is a fully accountable member of the board.

### APPOINTMENT AND TENURE

It is suggested that each trustee serve for a period of at least two years. The two most long-serving retire at the Annual General Meeting and may stand for reappointment if they wish.

### TIME COMMITMENT

An estimated commitment of eleven one-hour meetings per year by teleconferencing, plus attendance at least two weekends a year, plus respond to any emails/telephone calls in a timely manner.

### CONFLICT OF INTEREST

The trustee should be free of any conflicts of interest.

### CONFIDENTIALITY

All matters discussed by the Board, and decisions reached, are confidential.

## **PERSONAL ABILITIES & SKILLS**

The trustee should ideally also have the following abilities:

### **General:**

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

### **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.

### **Social:**

- 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.