

## Trustee Brief

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### Hawke's Bay Foundation (HBF)

Hawke's Bay Foundation is seeking community-minded people with strong local networks and governance capability to join their dedicated voluntary Board of Trustees. This is a rewarding and crucial role joining an existing team of governance locals who are managing donor relationships, building a new endowment asset for the region and making crucial granting decisions for funding priorities, based on community needs and opportunities.

The Board consists of independent Trustees, each serving a 3-year term, with eligibility for re-appointment for a further 3-year term. The upcoming retirement of Trustees means we require new Trustees to replace them.

### Role of Trustees

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This is a voluntary role. There are generally 6 Board meetings per year. We endeavor to accommodate Trustee timetables with Zoom and an online Board pack system used if needed.

The following sub-committees meet regularly throughout the year, and some require a more specific skill set than others:

- Finance Audit & Risk sub-committee
- Investment sub-committee
- Communications & Engagement sub-committee
- Distributions sub-committee

### Appointment of new Trustees

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In considering new appointments to the Board, the following personal characteristics, experience and knowledge are preferred:

- Respected, able, and willing to connect HBF with the right people, advisors, or organisations to secure donations.
- Ability to generate sponsorship and partnership opportunities from personal and professional networks
- Strong connections and knowledge of local charitable organisations and communities
- Strong financial acumen
- Integrity and high ethical standards
- Tact, diplomacy and sensitivity
- Commitment to Hawke's Bay and its communities
- Sound understanding of governance (obligations, processes and intent)
- Our board values diversity of thought, experience, and perspective, and we strongly encourage applications from candidates of all backgrounds, including those from underrepresented groups.

## **Introduction and induction**

We are governed by our Trust Deed and operate as per our detailed Policy Manual. These documents provide us with a thorough induction process for new Trustees. Our current Trustees and staff will work with you through the induction process, providing you with all the necessary information to understand how our governance and operational procedures work.

## **How to learn more about HBF**

Have a look at the following documents on our website to learn more about the Foundation, its history, and how we work: <https://www.hawkesbayfoundation.org.nz/our-investments-policies-objectives/>