



## Position Description

### Anglican Family Care Centre Incorporated Trust Board - Board Member

Anglican Family Care Centre Incorporated (AFCC Inc) is a social services agency that has served the people of Otago since 1970.

Our Vision: "Strong, connected and thriving whānau and tamariki."

Our Mission: "Working together with Otago whānau to make change that inspires hope for a better future."

#### **Purpose of the board**

The board is the legal authority for AFCC Inc. Board members are trustees representing the interests of the Anglican Diocese and its parish communities, constitutionally and morally. However, the Trust also undertakes significant responsibilities as an agent of the Crown. As such, the board is entrusted with ensuring that AFCC Inc is soundly managed for the benefit of all.

The board has a strategic management function and is not expected to conduct the day-to-day affairs of AFCC Inc. However, the board works in close partnership with the General Manager to ensure that its objectives and goals are achieved through supporting and resourcing the General Manager to carry out its responsibilities.

#### **Structure of the board**

Per the Constitution of AFCC Inc dated 30 June 2005, the board shall comprise up to 8 members approved through the Dunedin Diocesan Trust Board (DDTB). The board meeting quorum is 4. The Bishop of Dunedin is an ex-officio member, and the General Manager of AFCC Inc is a non-voting member.

#### **Appointment and tenure**

The term of office is 2 years, but a board member may be reappointed for a further term by the DDTB.

Board member positions are voluntary and without remuneration.

### **Time commitment**

The board meets monthly for at least 10 months of the year and on other occasions as required. Meetings typically last 1.5 hours. It is expected that board members are prepared for meetings by reading in advance of each meeting the papers that are circulated.

There is also discussion and correspondence between board meetings, usually by email.

It is expected that board members take an active role in contributing to areas that represent an area of expertise or interest and be willing to serve on one or more board sub-committees or working parties.

It is essential that the board members have a working knowledge of the agency's activities and devote the time necessary to carry out the role.

### **Conflict of interest**

Where conflicts of interest are identified, the board member is obligated to make these known and ensure these are recorded in the Conflicts of Interest Register.

### **Collective and individual duties of board members**

The collective duties of the board are to ensure the board's functions are performed efficiently, effectively, and consistently, and in a financially responsible manner. The board members are accountable to the community and the Anglican Diocese for the AFCC Inc's actions and decisions regardless of their individual position on a particular issue. All members of the board need to be sympathetic with the "special character" of AFCC Inc.

The respective duties of board members are:

- to act with honesty and integrity
- to act in good faith and not at the expense of the agency's interests
- to act with reasonable care, due diligence, and skill
- not to disclose or make use of information that would otherwise not be available to them.

### **Skills and attributes**

The board's composition should reflect the needs, skills, and competencies required by AFCC Inc to meet its objectives.

When recruiting for board members, suitability against the following list of attributes (in no particular order) needs to be considered:

- Leadership and Strategic vision
- Financial management
- Contracting with government
- Knowledge of Social Work practice principles and statutory requirements
- Understanding of Te Ao Māori and the principles of te Tiriti o Waitangi

- Community Development principles and practice
- Strategic planning processes
- Data governance (IT, data analytics, systems and processes, and cyber risk management)

The board may require other attributes from time to time, which will be considered when recruiting board members.

*I \_\_\_\_\_ have read and understood this position description and I am aware of the responsibilities, requirements and duties of the role and I accept this position*

*Signature:* \_\_\_\_\_

*Date:*

**Board Chair**

*Name:* \_\_\_\_\_

*Date:*

*Signature:* \_\_\_\_\_