

# Parkinson's New Zealand Trust

## Trustee Position Description

---

### About Parkinson's New Zealand

#### **Vision**

To improve the everyday life of people living with Parkinsonism conditions.

#### **Mission**

To provide support, education and information for people with Parkinson's and Parkinsonism conditions, their families, carers and health professionals.

#### **Values**

- Inclusive to all people.
- Professional in everything we do.
- Empathetic to diverse voices.
- Empowering to those we work with.
- Innovative, flexible and responsive to the environment we work in.

Founded in 1983, originally as The Parkinsonism Society of New Zealand, and more recently Parkinson's New Zealand Trust, we are a community based, non-profit organisation, registered with the Charities Commission.

We provide support to people living with Parkinson's throughout New Zealand.

We offer:

- A Community Educator Service.
- Support groups, exercise classes and other activities
- Publications about Parkinson's.
- Regular information through our quarterly magazine, The Parkinsonian.
- A special interest group called UPBEAT for people with early-onset Parkinson's and their families.
- A library.
- National representation and lobbying.
- Seminars, conferences, and Webinars.

### **Purpose of Position**

To govern Parkinson's New Zealand Trust and to advance and protect the long-term interests of Parkinson's New Zealand throughout New Zealand.

As a trustee of Parkinson's you will be part of the Board of Trustees made up of 7 to 9 people whose role is to ensure the charitable objects of Parkinson's are effectively carried out and the vision achieved. Parkinson's charitable objects are:

## Key Accountabilities

In partnership with the whole board of trustees, the Trustee will:

1. Set the strategic direction and priorities for the organisation;
2. Employ and manage the CE;
3. Set governance policy and manage performance expectations;
4. Approve budgets, audit reports and ensure proper financial controls are in place;
5. Define and manage risks;
6. Monitor and evaluate organisational achievements; and
7. Be an ambassador for the organisation promoting its services and merits.

These accountabilities are to be carried out in line with the Trust Deed.

## Volunteer Role

The Trustee position is a volunteer role. Parkinson's New Zealand will reimburse pre-approved reasonable expenses incurred on behalf of carrying out Trustee work.

## Appointment & Tenure

The trustee is appointed/elected for a term of two years and may be reappointed/reelected for a further two terms.

## Time Commitment

Full day meetings are held five-six times a year, generally in Wellington.

In addition to the preparation and attendance at trustee meetings, a trustee will be expected to commit up to 3 hours a month to undertake activities such as reviewing documents, participating in Board committees or teleconferences or attending Parkinson's local events or meetings.

Each Trustee will be expected to participate in regional Action Group meetings. This may require travel to the meeting location or be an online meeting.

## Conflict of Interest

The Trustee should be free of significant conflicts of interest and declare any matters that may impact on performance as a Trustee.

## Key Competencies

### Leadership:

- 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 its markets 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.

**The Sector:**

- A sense of connection and passion to the vision of Parkinson's;
- Knowledge of and/or experience in the health sector; and
- Has strong empathy and respect for the goals and operational principles of the community sector – and in particular for people living with Parkinson's.

**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.

**Relationship Management:**

- 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.

**GENERAL**

To qualify to be a Trustee, and remain a Trustee, the Trustee must meet the following criteria:

- Charity officer certification requirements as outlined in the Charities Act 2005  
<https://www.charities.govt.nz/im-a-registered-charity/officer-information/officer-certification/>;
- Declare you do not have a criminal conviction (or a pending conviction) that is not covered by the Clean Slate Act 2004. Allow us to carry out a police check;
- Stay informed on Parkinson's conditions, research and impacts on people's lives.