



TERMS OF REFERENCE: PSUSI BOARD MEMBERS

Board members, as volunteers with a variety of backgrounds, bring a wide range of technical and professional experience and expertise to Presbyterian Support. They also bring knowledge and contacts from their involvement in the wider community.

As a Trustee they have responsibility both as individuals and as collective members of the Presbyterian Support Board.

Broad responsibilities:

- Establish and plan the future direction of Presbyterian Support Upper South Island (PSUSI), guided by its objects as defined in clause three (3) of the Constitution.
- Monitor the performance of Presbyterian Support against its stated Strategic Goals.
- Monitor and maintain its financial viability.
- Liaise with the community of the region, promote the activities and services of Presbyterian Support to the community and enlist the support of the community for the organisation's work.

Specific responsibilities:

- Approve an Annual Operating Plan and Budget as submitted by the Tumu Whakarae Tauwi and Tumu Whakarae Māori.
- Maintain the corporate life of the Board and a balance of skills in membership.
- Report annually to the Annual Meeting and through the Annual Report and Financial Statements.
- Maintain links with their own community networks.
- Ensure all aspects of Presbyterian Support's work are conducted in a proper, ethical and legal manner.
- Appoint the Tumu Whakarae Tauwi and Tumu Whakarae Māori and evaluate the work of the Tumu Whakarae Tauwi and Tumu Whakarae Māori annually.

Individual responsibilities:

- Accept the Mission Statement and Strategic Goals, Board Charter, Dispute Resolution, Confidentiality, Conflict of Interest, Code of Conduct, Media and Information Technology policies.
- Be bound by the decisions of the Board.
- Prepare for meetings by reading minutes and reports.
- Attend meetings regularly.
- Accept membership of a sub-committee or a task group.
- Treat all Board matters as confidential.
- Speak for Presbyterian Support when requested.
- Be satisfied that Presbyterian Support is undertaking the following:
 - Long term strategy and planning
 - Policy formulation and monitoring

- Board and committee evaluation
- Management performance evaluation
- Quality reporting - internal management and external
- Quality internal systems of control - regulatory compliance - accounting, internal and external audit functions and reviews and fraud; Health and Safety
- Adequate funding
- Appropriate acquisitions, mergers and takeovers
- Short-term budgeting and monitoring

BOARD ATTENDANCE: Out of Town Members

Board Members from out of Christchurch can attend meetings either in person or virtually.

Ideal appointee:

- Values that are compatible with the organisation's mission
- High level conceptual, analytical and problem-solving skills
- Capable communicator
- Ability to work respectfully with diverse viewpoints at Governance level
- Specific skill set relevant to the Board's responsibilities.

I acknowledge that I have read, understood and accept the above conditions regarding responsibilities including Board Charter, Confidentiality, Code of Conduct, Conflict of Interest, Dispute Resolution, Media and Information Technology Policies.

Signed: **Dated:**

Name in full: