

Trustee Position Description

Position:	Trustee
Responsible to:	Chair
Term:	3 years with potential reappointment up to a total of 9 years

Mary Potter Hospice

The Mary Potter Hospice Foundation is a charitable trust responsible for the ownership and stewardship of Mary Potter Hospice on behalf of the communities of Wellington, Porirua and Kapiti. The Board of Trustees governs the Foundation and is committed to achieving high standards of corporate governance and ethical behaviour.

The Hospice was established in 1979 and provides high quality, compassionate, patient, family and whānau-centred specialist palliative care. Services are delivered through 3 multidisciplinary community teams, and an in-patient unit.

Trustee Role

The trustees provide governance and stewardship for the Hospice, ensuring that our values are always upheld – compassion / aroha, dignity / rangatiratanga, respect / mana, hospitality / manaakitanga and stewardship / kaitiakitanga. Trustees' duties include ensuring the highest standards of:

- Quality service delivery
- Strategic and service planning
- Legal compliance
- Financial and investment management
- Risk assessment and management
- Appointing, monitoring and supporting the CE.

The trustees, in carrying out their role, will:

- Act in accordance with the Constitution and the Board Charter
- Comply with all relevant legislation, in particular charities and health and safety legislation
- Annually review the aims and objectives of the Foundation and the strategic plan
- Identify issues facing the health and palliative care sectors and ensure appropriate action is taken to minimize risk to the Hospice
- Approve and monitor annual plans and budgets

- Ensure finances, risks, and investments are prudently managed
- Recognise and celebrate Hospice achievements
- Provide leadership and role-modelling for the desired culture of the organisation
- Monitor performance
- Participate in an annual review of the board's performance.
- Represent the Hospice in the community, always reflecting the values and needs of the Hospice

Board competencies

The Board needs the following competencies to be contributed from across the trustees:

- Governance experience
- Clinical background/health sector experience, especially in palliative care
- Health quality and risk assurance experience
- Strategic agility, strategic thinking and planning skills
- Understanding of what's required to ensure equity in access to, experience of and outcomes from health services
- Direct experience of palliative care or related health services as a whānau member
- Commercial / business acumen
- Financial investment, planning and management
- Legal qualifications / experience
- Fundraising experience
- Executive performance management
- Tikanga Māori and ability to move in Te Ao Māori
- Understanding of Pacific cultures
- Community involvement in the communities the Hospice serves
- Understanding of volunteering and not-for-profit organisations
- Influence and networks

Commitment

The Board meets 8 times a year (including for the annual meeting and a strategy session). Meetings are a mixture of in person and online, and usually last for around two and a half hours. A Board professional development session is also provided each year. Some trustees also contribute as members of two standing sub-committees (Audit, Finance & Investment, and Remuneration & Nominations) and two wholly owned subsidiaries (Mary Potter Hospice Forever Foundation and Mary Potter Apartments Ltd).