



Ngāti Koata Future Director (Associates) Programme Position Description and Expression of Interest form, May 2017

This document is divided into three parts:

- Position Description (background information and details of what we are looking for);
- Expression of Interest for Appointment (which you are required to complete); and
- The Ngāti Koata Future Director (Associates) Programme overview (**Appendix A**) that will provide the applicant with details on how the scheme works.

POSITION DESCRIPTION

Membership details

Successful individuals from the Ngāti Koata Future Director (Associates) programme are appointed by the respective boards of Koata Limited, and Ngāti Koata Trust (**NKT**) and Te Pātaka a Ngāti Koata Trust (**TPNKT**). This is a 2-year programme. Once the programme is fully operational, there will be two Future Directors (known as the Associates) at all times.

Accountability and Responsibilities

The Associate will not be a Director of the Company or a member of the Board. S/he will have no voting rights and his/her role in Board meetings will be solely to observe and participate in Board discussions in his/her capacity as an adviser to the Board. S/he will be entitled to attend Board meetings, participate in Board discussions and receive certain documentation and mentoring on the terms of the letter of engagement.

The Associate will not be a Director of the Company, s/he will not be exposed to the same range of potential legal liabilities as directors. The Company will effect and maintain insurance for the Associate's benefit as an "officer" under the terms of the Company's existing directors' and officers' liability insurance policy.

The Associate will be required to comply with all current charters, policies, codes, and procedures to the extent applicable to their role, as well as such other requirements or policies as the Board may from time to time specify. The Associate will be provided with access to all such information to allow him/her to fulfil these obligations.

The Associate will report to the Board Chair of the host board and be fully accountable to that Board.

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CANDIDATE PROFILE

Knowledge and Experience	<ul style="list-style-type: none"> • Preferably a bachelor's degree in Business or similar relevant tertiary qualification • Where there is tertiary qualification, 5+ years business experience, preferably in a commercial or professional environment
Essential Competencies and Attributes	<ul style="list-style-type: none"> • Excellent relationship building skills and the ability to relate constructively to all levels of the organisation • Excellent listening and written and oral communication skills, and strong ability to communicate effectively with people from all levels of the business • A high level of self-awareness, aware of own strengths and limitations, willingness to ask for help or refer issues on as needed, and can seek, listen to and accept feedback • Ability to work well under pressure • Ability to plan, undertake and finish activities and to achieve high quality results • Commitment to keeping sensitive information confidential • Proven ability to proactively manage multiple tasks simultaneously • Resilience, energy and enthusiasm • Demonstrates a high level of attention to detail to all areas of work; maintains systematic and accurate documents/records/plans, checks work for errors and omissions and corrects these before use • High level of personal integrity, respects confidentiality of information/concerns shared by others; honest and forthright with people.
Desired Competencies and Attributes	<ul style="list-style-type: none"> • Sound business acumen and experience working at a senior/middle management/leadership level or as a business owner • Experience in a range of skills and sectors • Proven ability to engage and influence at a high level • The ability to learn and apply a tikanga and a Māori perspective to governance issues.

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KEY INFORMATION

Remuneration	<ul style="list-style-type: none"> The Associate will receive an annual remuneration of \$10,000.00 for the first year of the programme and \$12,000.00 for the second year, to cover time spent attending meetings and working on projects. All course, travel and accommodation costs will be arranged through and paid by the Ngāti Koata Group¹ A remuneration package will be set and reviewed by the Chairs of the NKT and Koata Limited biannually, or when necessary.
Time commitment	<ul style="list-style-type: none"> Attend all Board and Committee hui as well as AGMs and SGMs. At least 10-15 hours per month will be need to dedicated to the programme.
Appointment Process	<ul style="list-style-type: none"> Written Expression of Interest by 4pm, 7th July 2017 Interviews conducted by 20th July 2017 Appointment decision advised by 25th July 2017 Commencement date - 1st August 2017

¹ The Group is made up of three entities: the Ngāti Koata Trust and Te Pātaka a Ngāti Trust and Koata Limited.

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EXPRESSION OF INTEREST FOR APPOINTMENT

Please complete, print and sign this form and upload it to your online application.

Feel free to use a separate sheet(s) of paper if you need more space.

Position applied for	Ngāti Koata Future Director (Associates) POSITION	
Title		
Full Legal Name		
Address (Street address please, not PO Box or Private Bag)		
Contact detail	Home telephone:	Work telephone:
	Mobile phone:	
	Email address:	
Date of Birth		
Are you registered with Ngāti Koata?		
Which tūpuna on the attached 'Ngāti Koata Tūpuna List' do you whakapapa to?		
Current or most recent employment (position and employer, including years)		

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Does your employer agree to you attending designated hui?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business/Commercial/Governance-specific experience		
Qualifications and other experience (Include relevant work history and community involvement)		
Suitability for the position –	Please provide a 500 word personal statement describing what attributes you would bring to the role	
Referees	<i>Name</i> <i>Address</i> <i>Phone and email</i>	
	<i>Name</i> <i>Address</i> <i>Phone and email</i>	

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Interests	<p>List details of all relevant employment, significant directorships/memberships and trusteeships, as well as memberships of other organisations, or voluntary interests in business enterprises, professional practices, personal associations and relationships with other groups or organisations that could constitute an actual, potential or perceived conflict of interest.</p> <p>I confirm that there are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="width: 40%; padding: 5px;"> No actual, potential or perceived conflicts of interest to be declared: </td> <td style="width: 25%; text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="width: 10%; padding: 5px;"> Actual, potential or perceived conflicts of interest, as detailed below: </td> </tr> </table> <p>Proposals for conflict management (if applicable):</p>	<input type="checkbox"/>	No actual, potential or perceived conflicts of interest to be declared:	<input type="checkbox"/>	Actual, potential or perceived conflicts of interest, as detailed below:
<input type="checkbox"/>	No actual, potential or perceived conflicts of interest to be declared:	<input type="checkbox"/>	Actual, potential or perceived conflicts of interest, as detailed below:		

Role Commitments	<p><i>If you are selected:</i></p> <ul style="list-style-type: none"> You may be required to present at the NKT/TPNKT Annual General Meetings and Special General Meetings (if appropriate) during your directorship. This is to provide information on the benefits of the scheme so our iwi can understand the value of the programme. You must sign a confidentiality disclosure agreement. Year 1 programme will commence in August 2017 and conclude in July 2018, before Year 2 begins. <p>In YEAR 1, the Ngāti Koata Future Director is required to attend and complete the following:</p> <ul style="list-style-type: none"> all Koata Limited Director's hui, all NKT Audit & Risk Committee hui, the NKT/TPNKT Annual General Meeting and any Special General Meetings. a cultural induction with the Kaumātua Council and at least 4 Kaumātua Council hui. A special project determined by the Director Board. <p>In YEAR 2, the Ngāti Koata Future Director is required to attend and complete the following:</p> <ul style="list-style-type: none"> all NKT/TPNKT Board hui, all NKT HR Committee hui, the NKT/TPNKT Annual General Meeting and any Special General Meetings, A special project. mentor the incoming Year 1 Ngāti Koata Future Director
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Authority and Declaration	<p>I authorise the named referees to disclose information regarding my suitability for appointment to this position to the Appointment Panel.</p> <p>I have read all information provided regarding the role, and have disclosed all actual or potential or perceived conflicts of interest and all personal information relevant to my appointment.</p> <p>All sections of the application form have been completed and the information supplied in this application is correct. Incorrect or missing information will render this application invalid.</p>		
Signed		Date	

Retention of Application Information	<p>Please indicate whether we can retain your application information on our files for future reference.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Ngāti Koata Trust Tūpuna List (Correct as of 25 October 2016)

DISCLAIMER: This list has been compiled from records held and information available and is provided as a guide only. It is correct to the best of our knowledge. The Trust has endeavoured to research and produce the most accurate list possible, however there may be errors, including omissions. In the event that a name is omitted, or is there in error, please contact the Ngāti Koata Trust office. Any errors, especially omissions are regretted and will be corrected on receipt of satisfactory evidence or information.

1	Akitini, Te Ratapu Hoani	67	Maaka, Rewi	133	Rangihaua, Rutu Te Roera	199	Te Roharoa, Pita
2	Haea, Riria	68	Maaka, Te Rongopai	134	Rangimatoru, Hera	200	Te Ruatahoro, Amiria
3	Hamuera, Ani	69	Mahikai, Amiria	135	Rangiriri, Paipai	201	Te Rukunga, Pairama
4	Hamuera, Hiamoe	70	Mahikai, Wetini	136	Rangitahana	202	Te Ruruku
5	Harokaka	71	Maki, Hori	137	Raniera, Ngamuka	203	Te Ruruku, Hemi
6	Haromi, Tieme	72	Manaa, Te Hiita	138	Rapana, Wetini	204	Te Ruruku, Hoera
7	Haromona, Hohepa	73	Matahirangi, Huriana	139	Rei, Ihaka	205	Te Ruruku, Hori
8	Hawea, Haro	74	Matakara	140	Rei, Tireni	206	Te Ruruku, Maraea Matiu
9	Hawea, Tehora	75	Matene, Heni	141	Renata, Hokipera	207	Te Ruruku, Matiu
10	Hemi, Hakaraia	76	Matiu, Kuti	142	Renata, Pao	208	Te Ruruku, Pene Hoera
11	Hemi, Ina	77	Matiu, Matiu	143	Renata, Peita	209	Te Ruruku, Tama Hoera
12	Hemi, Kipa	78	Matiu, Pirihi	144	Rene, Ruta	210	Te Ruruku, Tepene or Tipene
13	Hemi, Te Pou	79	Maui, Tamati	145	Rene, Te Ho	211	Te Ruruku, Tiripa Tawhe
14	Hemi, Watene	80	Moeroa or Moerua	146	Rongonui, Pouhawaiki	212	Te Ruruku, Waiehu Matiu
15	Hiko, Matenga	81	Mohoa	147	Ruka, Taare	213	Te Ruruku, Wetekia Hoera
16	Hipparaiti, Raima	82	Mohoa, Hariata	148	Rupine, Rewi	214	Te Tahua, Makarini
17	Hohapata, Hare	83	Mohoa, Karina	149	Taiko, Rapana	215	Te Teke, Kerehi
18	Hohapata, Maaka	84	Mohoa-Ao, Raimona	150	Taiko, Tahuai (Hona)	216	Te Titi, Hoani
19	Hohapata, Mere	85	Mokena, Ruiha or Raiha	151	Takitahi	217	Te Tuki, Rupine (Reupene)
20	Hohapata, Pita	86	Ngaiha, Noa	152	Tako, Ruta	218	Te Uuiwaero, Reihana
21	Hohapata, Rahapa	87	Ngapera	153	Takuna, Pekahou	219	Te Uruunga, Maraea
22	Hohapata, Reupene	88	Ngaru	154	Tangirere	220	Te Wakarua, Haimona
23	Hohapata, Te Pohe	89	Ngatipare, Mita Karaka	155	Tarahape, Rangikino	221	Te Weiti
24	Horokaka	90	Niutone	156	Tarapiko, Maaka	222	Te Wera
25	Horomona, Takuna	91	Nohorua, Maraea	157	Tawhe	223	Te Wharepuhi
26	Hukaroa, Haneta Hone	92	Nopera, Mohi	158	Te Aooterangi, Piahana	224	Te Wharepuhi, Renata
27	Hukaroa, Honi	93	Nukumai, Tipene	159	Te Aooterangi, Wirihana Tikapa	225	Te Whatawharangi, Rawiri
28	Hukaroa, Maraea Hone	94	Ohiohi, Renata	160	Te Aoterangi, Karetopira	226	Te Whetu
29	Hukaroa, Pene Hoani	95	Ouenuku, Kaaro	161	Te Araiohahi, Hohua	227	Te Whetu, Karepa
30	Hukaroa, Rangiruhia Hone	96	Ouenuku, Makarini	162	Te Araiohahi, Noa	228	Te Whetu, Te Uaro
31	Hukaroa, Tamati	97	Ouenuku, Mihi	163	Te Hau, Wikitoria	229	Tekateka
32	Hukaroa, Tame	98	Ouenuku, Ruta	164	Te Hiko	230	Tekateka, Harena
33	Hukaroa, Turi Hoani	99	Ouenuku, Teo	165	Te Hiko, Hanikamu	231	Tekateka, Huria
34	Hukaroa, Wetekia Hoani	100	Pakake, Hemaima	166	Te Horenga, Riria	232	Tekateka, Ihaka
35	Iharaira, Hapiata	101	Pakake, Maraea	167	Te Hukaroa, Paratene	233	Tekateka, Teoti
36	Ipukohu, Kimakima	102	Pakake, Mere	168	Te Ipo, Hariata	234	Tengi, Aperahama
37	Ipukohu, Wi Kawhena	103	Pakake, Pohe	169	Te Ipukohu, Hohaia	235	Tengi, Karepa
38	Kahuia, Hariata	104	Pakake, Riria	170	Te Kaha	236	Tengi, Katere
39	Kahuia, Raima	105	Pakake, Rora	171	Te Kahurangi	237	Tengi, Te Waaka



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40	Kahupuku or Te Kahapuku, Hohapata	10 6	Pakake, Taare	172	Te Kahurangi, Hohepa	238	Tipene, Mataa
41	Kahupuku or Te Kahapuku, Pirimona	10 7	Pakake, Taimona	173	Te Kahurangi, Riria	239	Tiramoho, Meri
42	Kaka, Horo	10 8	Pakake, Te Ahu	174	Te Kahuraro, Hariata	240	To Ohioi, Renata
43	Karewaho, Kereama	10 9	Pakake, Wiremu Omira or Omeara	175	Te Kairangi, Atanatiu	241	Toarangatira, Harota
44	Kawharu, Mokau	11 0	Pakake, Harirota	176	Te Kanae, Wi Neira	242	Toitoi
45	Kawharu, Ngamuka	11 1	Pakake, Hoani	177	Te Kawe, Huria	243	Tuha
46	Kawharu, Ngapera	11 2	Pakake, Hura	178	Te Kawhaki, Renata	244	Tungia, Ngahuka
47	Kawharu, Rangiaukaha	11 3	Pakake, Rawinia	179	Te Kawhaki, Ruka	245	Tutawake
48	Kawharu, Raniera	11 4	Pakake, Rawiri	180	Te Kukunga, Pairama	246	Uekateka
49	Kawharu, Roka	11 5	Pakake, Ruta	181	Te Mako, Matiu	247	Waikawakawa
50	Kawharu, Rora	11 6	Pakake, Te Whati	182	Te Maroro, Hone	248	Waru, Peti Te Wakahae
51	Kawharu, Ruihi	11 7	Pakake, Tihoi	183	Te Moni, Mere	249	Wauwau
52	Kawharu, Te Hona	11 8	Pakerehua, Rore	184	Te Ouenuku, Rene	250	Wauwau, Ariana
53	Kawharu, Tewera	11 9	Paretahuna, Karo	185	Te Pahu, Taimona	251	Wauwau, Erama
54	Kiharoa, Haromi	12 0	Parewhakana, Makarini	186	Te Parehuia, Riria	252	Wauwau, Kotah
55	Kiharoa, Hohaia	12 1	Parewhanake, Rei	187	Te Patete, Haimona	253	Wauwau, Pourewa
56	Kiharoa, Maaka	12 2	Patete, Mata Tepene	188	Te Patete, Mere	254	Wauwau, Tiripa
57	Kiharoa, Takarehu	12 3	Patete, Patete Tiaho	189	Te Patete, Rangiriri	255	Whakaroro, Aperahama Pehi
58	Kiharoa, Tame	12 4	Patete, Turi or Haimona	190	Te Patete, Ruka	256	Wharepuhi
59	Kiharoa, Tiemi Haromi	12 5	Pau, Renata	191	Te Patete, Tepene	257	Whiro, Roka
60	Kiharoa, Wi	12 6	Pehi, Aperahama	192	Te Patete, Turi	258	Wirihana, Tara
61	Kowhai, Miriama	12 7	Pene, Hira	193	Te Putu, Hapiata or Apiata	259	Maata Karepa
62	Kurua, Hohepa	12 8	Pene, Patara	194	Te Putu, Ihairaira	260	Wiremu Karepa
63	Kurua, Mariria	12 9	Pirangi, Hakapa	195	Te Rama, Hoani	261	Katene Waikawakawa Tengi
64	Kurua, Rore	13 0	Pirangi, Hakopa	196	Te Rei, Ngakuru	262	Hohaia Kotua
65	Kurua, Teemutini or Te Mutini	13 1	Puaha, Raiha	197	Te Rei, Rangitakaroro	263	Maata/Mata te Kotua
66	Maaka, Mere	13 2	Pungaia, Hori	198	Te Rei, Wharehuia	264	Watarauhi Nohorua

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APPENDIX A - Ngāti Koata Future Director (Associates) Programme – overview

Ngāti Koata Trust aims at preserving and passing-on knowledge from one generation to another. We believe that through this process our cultural heritage will persist and our values and goals will be strengthened.

With the 2-year Ngāti Koata Future Director (Associates) Programme, the long-term goal is to encourage “young blood” onto the respective Boards of the Ngāti Koata and Te Pātaka a Ngāti Koata (NKT/TPNKT) and Koata Limited. This programme will provide iwi members with the opportunity to gain experience in the governance of the Ngāti Koata Trust entities, with a view to be eligible as nominees for future Board elections or Director appointments.

Requirements

The Board looks for applicants with business acumen and sound commercial or professional experience who are dedicated to contributing towards the ongoing development of the Ngāti Koata Group. Applicants must be registered members of Ngāti Koata and be based locally or elsewhere in New Zealand. The Expression of Interest form must be completed including a 500-word statement setting out reasons for wishing to be a Ngāti Koata Future Director and their vision for Ngāti Koata.

We need confident and experienced people to guide our development in the future. This scheme is designed to expand that talent pool with an emphasis on equal opportunities and diversity.

Programme Outline

Ngāti Koata Future Directors are appointed for two years. They will attend Ngāti Koata Trust & Te Pātaka a Ngāti Koata (NKT/TPNKT) Boards or Koata Limited hui as well as Trust Committee hui, Ngāti Koata Kaumātua Council hui and the NKT/TPNKT/Koata Limited Annual General Meetings (AGMs) plus any Special General Meetings (SGMs) during the term of their appointment, where they will be treated as a Board Member, but will not have voting rights.

In their first year, the Ngāti Koata Future Director will be placed with the Koata Limited Directors, the NKT/TPNKT Audit & Risk Committee (ARCOM) and the Kaumātua Council. In their second year, Ngāti Koata Future Director will be placed on the NKT/TPNKT Boards, the NKT/TPNKT Human Resources (HR) Committee, and this will be complemented by the assignment of special projects. The programme will include strong mentoring by the Board, in addition to cultural training and special governance training units.

Terms and Conditions

Ngāti Koata Future Directors will be required to attend all Board and Committee hui but will not have any voting rights. They will have to dedicate 10 - 15 hours of their time per month to the programme. Ngāti Koata will meet all expenses incurred in attending the Board hui and related training. In addition, the Ngāti Koata Future Director will be paid a fixed rate per annum, as

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outlined in his/her contract.

Programme details

The Ngāti Koata Future Director Programme is scheduled to commence in August 2017 with the recruitment of the first Ngāti Koata Future Director . It is planned to attract at least four suitable candidates for the first year of the programme and launch the programme as soon as the first Ngāti Koata Future Director has been found, but no later than September 2017.

At the start of the programme the Ngāti Koata Future Director will participate in a two week cultural induction with the Kaumātua Council, including a pōwhiri and initial training at Rangitoto Ki Te Tonga (D'Urville Island).

The **Year 1** programme will include:

- 2 specific goals and 2 training opportunities
- Participating in all Koata Limited Director hui
- Participating in all NKT/TPNKT ARCOM hui
- Attending the NKT/TPNKT AGMs and any SGMs
- Attending 4 Kaumātua Council hui
- Assignment of special project(s).

In the next year a **2nd Ngāti Koata Future Director** will be recruited. S/he will undergo the same **Year 1** programme as the **1st Ngāti Koata Future Director**.

The **1st Ngāti Koata Future Director** will transition to the **Year 2** programme (if successful in Year 1).

The **Year 2** programme will include:

- 2 clear goals and 2 training opportunities
- Participating in all NKT/TPNKT Trust Board hui
- Participating in all NKT/TPNKT HR Committee hui
- Attending the NKT/TPNKT AGM and any SGMs
- Assignment of special project(s)
- Mentoring the incoming Year 1 Associate Director

After the **1st Ngāti Koata Future Director** has completed the 2 year programme, a new Year 1 Ngāti Koata Future Director will be recruited (while the **2nd Ngāti Koata Future Director** is still in the programme, at the Year 2 phase). The programme is designed to be ongoing without a preset termination date.