

# Māori Representative Application Pack

**This pack contains:**

- Māori Representative Advertisement
- Māori Representative Application Form/Nomination Form
- Trustee Job Description and Person Specification

**For further information, please contact:**

Emily-Rose Richards

Board Secretary, Nelson Bays Primary Health

03 543 7850 or [Emily-Rose.Richards@nbph.org.nz](mailto:Emily-Rose.Richards@nbph.org.nz)

**Applications will close at 5pm Friday 6 July 2018**



## MĀORI REPRESENTATIVE

A vacancy exists for a Māori representative on the Board of Nelson Bays Primary Health. The Board is the governing body of Nelson Bays Primary Health, guiding the application in Nelson and Tasman of the government's vision of better primary health for all New Zealanders.

The person we are looking for will reflect the diversity and perspectives (both urban and rural) of the various consumers, community health providers, with a particular focus on whānau groups.

You will have:

- Strong links to manawhenua iwi and the wider Māori community
- An understanding of the Primary Health Strategy (including allied health) and how it relates to and affects whānau, hapū and iwi Māori and community groups
- Knowledge of Māori health in the primary health sector
- Governance experience
- An ability to contribute to meetings in a fair, balanced and considered fashion
- An ability to evaluate reports and assess data
- Excellent communication and relationship-building skills
- Knowledge of financial statements and balance sheet
- An understanding of the planning process – strategic plans, annual plans and risk management

Payment is made for monthly meetings and other meeting attendance as required.

For the position description, application form and nomination form, please view online at [www.nbph.org.nz](http://www.nbph.org.nz) or collect from Reception at 281 Queen Street, Richmond.

**For further information phone:**

Emily-Rose Richards, Board Secretary, 03 543 7850

**Applications close: Friday 6 July 2018**

*NBPH is the Primary Health Organisation for the Nelson Tasman region. PHOs lead and coordinate primary health care within the local community. NBPH is committed to reducing the inequalities in health between all peoples.*

## Application Form

### Māori Representative of NBPH Board of Trustees

Title:	
First Names:	
Surname:	
Home Address:	
Business Address:	
Occupation:	Ethnicity:
Please indicate where you prefer to be contacted: Home <input type="checkbox"/> Business <input type="checkbox"/>	
Home Phone:	Business Phone:
Home Fax:	Business Fax:
Mobile Phone:	E-mail:

Governance Experience:	
Organisation:	
Position Held ( <i>current or previous directorships</i> )	Dates:
Governance Experience:	
Organisation:	
Position Held ( <i>current or previous directorships</i> )	Dates:
Governance Experience:	
Organisation:	
Position Held ( <i>current or previous directorships</i> )	Dates:

Governance Experience:

Organisation:

Position Held (*current or previous directorships*)

Dates:

Other Relevant Experience?

What skills would you bring to the PHO Board?

Note any activities that you are involved in that may constitute a conflict of interest:

Educational qualifications & other relevant training:

Involvement with community organisations & networks (*with dates*)

Main areas of interest in Primary Health Care:

Why do you want to be on the PHO Board?

## REFEREES

<b>First names</b>	<b>Last name</b>
Address	Cell Phone
Work phone:	Email:
Home phone:	
<b>First names</b>	<b>Last name</b>
Address	Cell Phone
Work phone:	Email:
Home phone:	
<b>First names</b>	<b>Last name</b>
Address	Cell Phone
Work phone:	Email:
Home phone:	

Please return your completed application form together with the completed nomination form to:  
**Emily-Rose Richards, Board Secretary**

BY POST	BY EMAIL	BY HAND/COURIER
Nelson Bays Primary Health PO Box 1776 Nelson 7040	<a href="mailto:emily-rose.richards@nbph.org.nz">emily-rose.richards@nbph.org.nz</a>	Reception Nelson Bays Primary Health 281 Queen Street Richmond, Nelson

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## Nomination Form

### Māori Representative on the Board of Trustees

Title:		
First Names:		
Surname:		
Home Address:		
Home Phone:	Home Fax:	Email:
Mobile Number:	Work Phone:	
Occupation:		

Please outline the tertiary qualifications or management experience at a senior level or significant business experience that the candidate has. *(Please use additional paper if required)*

Please outline the experience that the candidate has relative to the competencies outlined on the Board Member position description. *(Please use additional paper if required)*

What additional skills would the candidate bring to Nelson Bays Primary Health? *(Please use additional paper if required)*

Note any industries, activities or types of business, that the candidate is involved in that may constitute a possible conflict of interest or other reason for exclusion? *(Please use additional paper if required)*

Why does the candidate want to be on Nelson Bays Primary Health Board? *(Please use additional paper if required)*

Any additional information that you feel may be relevant to the candidate's application. *(Please use additional paper if required)*

Please return your completed nomination form together with the completed application form to:

**Emily-Rose Richards, Board Secretary**

<b>BY POST</b>	<b>BY EMAIL</b>	<b>BY HAND/COURIER</b>
Nelson Bays Primary Health PO Box 1776 Nelson 7040	<a href="mailto:emily-rose.richards@nbph.org.nz">emily-rose.richards@nbph.org.nz</a>	Reception Nelson Bays Primary Health 281 Queen Street Richmond, Nelson

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## **TITLE: Trustee Position Description and Person Specification**

### **1. Statement/Purpose**

To ensure that two Trustees nominated by contracted providers provide the perspective of the health sector onto the Nelson Bays Primary Health Trust Board; two Trustees nominated by the community, government departments, local authorities or community organisations provide the perspective of the wider Nelson/Tasman community onto the Nelson Bays Primary Health Trust Board; and two Trustees nominated by local Maori provide the perspective of the Maori community onto the Nelson Bays Primary Health Trust Board.

### **2. Scope**

The policy applies to all NBPH Trustees.

There are separate position descriptions and selection policies for the Independent Chair and Deputy Chair, however there is the expectation that they will fulfil, as a minimum, all of the key tasks and hold the desirable skills as contained in this policy.

### **3. Definitions**

Once confirmed as a Trustee, all Trustees have a legal duty to do all things and make all decisions in the best interests of Nelson Bays Primary Health.

### **4. Key Tasks**

To be a fully participating member of the NBPH Board, committed to the vision and culture of the organisation and to abide by the decision and policy directions agreed by the Board.

- To take part in monthly meetings of the Board, and any other extraordinary meetings called by the Chairperson; participating and contributing to the overall governance responsibilities of the Board and acting in accordance with the policies and procedures adopted by the Board,
- To study and review Board agendas, papers and background materials relating to Board affairs prior to Board meetings,
- To present the views of the constituency represented by the member at Board meetings,
- To acknowledge and respect the views of other Board members,
- To present the values and policies of the Board to relevant interest groups and to the public at large,
- To canvass the views and opinions of the constituency groups represented, so that the Board can function with knowledge of stakeholder interests, in order to serve the entire Nelson Bays population.
- To undertake special tasks and responsibilities as approved by the Board.

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## 5. Desirable Skills

Board members should demonstrate some or all of the following attributes:

- A good knowledge of the health sector, particularly the primary health field and an understanding of the views and aspirations of the community represented,
- An ability to contribute to meetings in a fair, balanced and considered fashion,
- An ability to present and convey information in a straightforward fashion,
- An ability to evaluate reports, assess data and to enquire when further information is needed,
- Governance experience
- Excellent communication and relationship skills,
- Knowledge of financial statements and balance sheets,
- Demonstrated awareness of the cultural values of the community served, including local Tangata Whenua.
- An understanding of the planning process – strategic plans and annual plans.

## 6. Time Commitment

- Monthly Board meetings and any extraordinary meetings - 4 hours minimum.
- Preparation for meetings – additional.
- Representing the Board at meetings called by other bodies.
- Annual strategic planning day and training as required.
- Additional duties as may be allocated to members, as agreed by the Board.
- Members are expected to keep up-to-date on material issued about the primary health strategy, or relating to responsibilities of PHOs.
- Members are expected to make themselves available for subcommittees and advisory groups.

## 7. Nomination

Nomination for Trustee vacancies will be in accordance with the specific Selection Policy for Trustee group.

## 8. Related Policies

- Community Representative Selection Policy
- Māori Community Representative Selection Policy
- Contracted Provider Selection Policy
- Deputy Chairperson Selection Policy
- Deputy Chairperson Position Description
- Independent Chairperson Selection Policy
- Independent Chairperson Position Description

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