



**West Coast
Penguin Trust**

West Coast Penguin Trust
PO Box 63
Hokitika 7842
info@bluepenguin.org.nz

Apply Today to be a Trustee of the West Coast Penguin Trust

The West Coast Penguin Trust is delighted to announce a search for a new Trustee. The successful applicant will serve on the Trust Board as a full voting and participating Trustee. We are particularly keen to hear from anyone with a strong promotions and/or fundraising background. Experience of Board operations and governance as well as a youthful outlook would be an advantage. Our goal is to add a fresh perspective to the Trust and its work on behalf of penguins and conservation on the West Coast.

Applying for the Trustee Position:

1. Review **ELIGIBILITY, PREPARING TO APPLY** and **COMMITMENT** information below.
2. Submit your **completed application, resume, and a cover letter** by 9 February 2015.
3. Email info@bluepenguin.org.nz or call Inger Perkins (Manager) on 03 755 8600 with questions or for assistance with your application.
4. Interview—top candidate(s) will be contacted for an interview with staff and current Trustee(s).

ELIGIBILITY

Prospective candidates must be committed to the mission and goals of the West Coast Penguin Trust, (see separate document).

PREPARING TO APPLY

We expect the appointment of a new Trustee to be a competitive application process. Before applying, it is recommended that you familiarise yourself with the West Coast Penguin Trust, its projects, priorities and goals. Background information is attached in the Trustee Info Pack. Additional information is available through the West Coast Penguin Trust website.

COMMITMENT

The Trust Board provides necessary oversight and support to the operation of the Trust, and Trustees have legal obligations to help fulfil these duties. The Trustees and staff will support the new Trustee with mentoring and guidance as appropriate.

Updated January 2015

Job Description

Our Process

The West Coast Penguin Trust has, in the past, filled Trustee positions occasionally as Trustees have moved on, although two founding Trustees remain. The intention now is to bring in new skills as the Trust embarks on an exciting new conservation chapter with more varied projects. Prospective Trustees may be contacted by a current Trustee or staff member. Applicants under consideration will be interviewed jointly with a current Trustee and staff member and are invited to attend one board meeting prior to being selected to serve.

TRUSTEE ROLES AND RESPONSIBILITIES

Overview

Trustees are individuals with a diverse set of skills, talents, experiences, relationships, and viewpoints that collectively represent our community. Sharing a passion for the well-being of our community, these individuals commit their time, energy, enthusiasm, resources, and connections in support of the vision and work of the West Coast Penguin Trust.

Role & Term

Planning and policy decisions, including financial development.

New Trustees: reviewed/approved annually though a three year term is desirable

Qualifications

- Commitment to the West Coast Penguin Trust vision.
- Ability to participate actively and assertively in deliberations.
- Willingness to accept responsibility and contribute skills to board tasks.
- Ability and willingness to contribute to and participate in fundraising for the Trust's work.

Preferred Qualifications

- Practical knowledge and experience in promotions and/or fundraising and/or governance and a willingness to contribute to the promotion of the Trust, its objectives and its fundraising.

Responsibilities

Projects and Policy

- Understand the purpose and projects of the West Coast Penguin Trust.
- Develop the West Coast Penguin Trust strategic plan and help steer the Trust on this course.
- Review and approve annual Trust budget.
- Assist in developing new projects and project outcomes standards.

Fundraising

- Set fundraising goals for the Trust
- Assist Trustees and Staff in raising funds.

Community Relations

- Promote a positive image of the organisation to the community.
- Develop new supporters for the West Coast Penguin Trust.

Attendance

Attendance at Board meetings (1 day every three months, with a longer meeting once a year). Participation via email and phone between meetings. Attendance strongly encouraged at special events and as needed with community outreach and advocacy.

Updated January 2015

FURTHER INFORMATION ABOUT THE WEST COAST PENGUIN TRUST

Trust Board Role

The Board is the legal authority for the Trust and currently comprises five trustees. The Board's duty is to ensure that the organisation is professionally managed, financially prudent, a good employer and complying with strategic priorities.

Board meetings

The Board meets four times a year, usually in Hokitika, but with occasional meetings anywhere within the region.

Requirements for Board membership

- A commitment to work for the greater good of the West Coast Penguin Trust.
- A basic understanding and empathy for conservation work.
- Attend board meetings and devote sufficient time to become familiar with the organisation's affairs and the wider environment within which it operates.
- Attend special Trust events and be willing to advocate with public officials, the media, and the community-at-large on behalf of the Trust.
- Represent the Trust in outreach via personal and professional networks, at Trust and other events, to assist in ensuring the profile of the Trust remains high.
- Develop and support fundraising initiatives.
- Maintain confidentiality as necessary. As a trustee, you will have access to confidential information concerning privacy laws, employment and other sensitive material.

Fees and Reimbursements

Trustee work is voluntary.

Reimbursements of reasonable out of pocket costs will be made.

Updated January 2015

Current Board of Trustees

Kerry-Jayne Wilson

Jill Cotton

Paul Elwell-Sutton

Kim McPherson

Leon Dalziel

Conflict of Interest

All trustees must declare any conflicts of interest, perceived or otherwise prior to entering into discussions in question.

Staff (all part time): December 2014

1. Manager, Inger Perkins

2. Ranger, Reuben Lane

3. Accounts, Lisa de Rooy

4. Education, Zoe Watson

Application Due Date:

Applications should be submitted by email by **5pm Monday 9 February 2015.**

Email address: info@bluepenguin.org.nz

www.bluepenguin.org.nz