



Social Service Providers Te Pai Ora o Aotearoa National Executive Guide

This guide is to assist those who are considering standing for the Te Pai Ora SSPA National Executive. It outlines the role of the National Executive, how it works, and what's expected of its members.

A 2023 Nomination Form can be found at the end of this document.

How to become a National Executive member

Anyone who is employed by a full and financial Te Pai Ora SSPA member, or who is in a governance role of such an organisation, may stand for National Executive with the nomination of their organisation.

Full membership of Te Pai Ora SSPA is open to organisations with a government contract to deliver social services for children, young people, whānau and communities. For categories of membership: <https://www.sspa.org.nz/join-us>

There are six elected positions on the National Executive: three for tangata whenua and three for tauiwi. Under Te Pai Ora SSPA's Rules, the Te Pai Ora SSPA National Executive shall comprise at least 6 and no more than 9 voting members. In 2023, there are two tangata whenua vacancies and two tauiwi vacancies. However, as per the Rules, it is possible to have up to 9 voting members on the National Executive.

Nominations are called for at least one month before the AGM and close 14 days before AGM (14 November 2023). Nominees are asked to provide a photo and a written statement of up to 250 words on their background and what they could contribute as a National Executive member. These statements are sent to all full-member organisations, each of which can vote for their preferred candidates for all vacancies, either at the AGM or by postal (email) vote.

National Executive members are elected for a three-year term and may stand for re-election for up to a total of three consecutive terms.

Note: The formation and functions of the National Executive are covered by Rule 11 of the Te Pai Ora SSPA Rules (revised 2018 and amended in 2022).

Nomination forms are available on Te Pai Ora SSPA website or the copy at the end of this Guide can be used.

The National Executive's role

The National Executive is Te Pai Ora SSPA's governance body. It provides leadership to ensure Te Pai Ora SSPA retains a clear view of its purpose, remains viable and thrives. It must ensure assets, including reputation, are protected, funds are used appropriately, and risk to the organisation is minimised. The National Executive's role includes:

- Strategic and policy development
- Oversight of the organisation's operations
- Prudent management of finances
- Employer of the Chief Executive Officer, including appointment and performance evaluation.

The management of Te Pai Ora SSPA and day-to-day operational decisions are the responsibility of the Chief Executive and staff. Organisational success is heavily dependent on a good working relationship between the governing body and management, one that is based on mutual respect and support for the separate but interdependent roles and responsibilities.

National Executive Membership

The National Executive comprises at least 6 and no more than 9 voting members:

- Six members shall be elected at AGM: three tangata whenua and three tauwiwi
- The Chief Executive Officer who is a non-voting member
- Up to three additional members appointed by the National Executive with relevant skills and expertise and/or other characteristics sought by the National Executive.

The National Executive appoints its chairperson, deputy chairperson and treasurer from within its membership. The National Executive currently has co-chairs sharing the duties of the chair.

Note: Current members of the National Executive are listed on the Te Pai Ora SSPA website at www.sspa.org.nz/about/our-people#national-executive

The Te Pai Ora SSPA Rules provide a simple definition of tangata whenua members and tauwiwi members:

- *Tangata Whenua Member* means a person elected to serve in a tangata whenua capacity on the National Executive; and
- *Tauwiwi National Member* means a person elected to serve in a tauwiwi capacity on the National Executive.

The nomination forms require nominees to indicate which category they are seeking election for. When these Rules were adopted in 2018, it was left to individuals and their proposer to nominate in the appropriate category. All members can vote for nominees in both categories. N.B. anyone who meets the eligibility criteria for nomination to the National Executive and who is of whakapapa Māori can be nominated to a tangata whenua position (i.e. you do not have to be

working within an Iwi or kaupapa Māori organisation).

Duties

Each National Executive member has a key role in ensuring Te Pai Ora SSPA is well governed and in good organisational health. National Executive members are expected to be actively engaged in the governance of Te Pai Ora SSPA. It is important to understand and support the purpose of the organisation and become familiar with how it works.

National Executive members are required to carry out their duties in line with the obligations and duties set out in the Te Pai Ora SSPA Rules clause 15. These include:

- Acting in good faith and in the organisation's best interests
- Taking all reasonable care in exercising duties
- Supporting the collective decisions of the National Executive
- Avoiding conflicts of interest
- Respecting the confidentiality of information
- Attending National Executive meetings with thorough preparation beforehand
- Regularly reviewing the mission statement and strategic plan for ongoing relevance
- Ensuring the organisation is well managed and compliant with its policies and purpose and its legal responsibilities
- Asking questions and engaging in decision-making and planning
- Taking responsibility for agreed areas of work.

Time Commitment

The National Executive determines the meeting agenda. Currently, there are up to three kanohi ki te kanohi hui – usually one 2-day meeting and two 1-day meetings – plus shorter Zoom hui in the intervening months. Currently the kanohi ki te kanohi hui are held in Te Whanganui-a-Tara, as the place where Te Pai Ora SSPA has its office presence.

National Executive members should expect to spend several hours a month on meeting preparation and allocated tasks and to respond to requests for feedback on a piece of work.

Te Pai Ora SSPA does not pay an attendance allowance/meeting fee to National Executive Members, but does meet the costs of travel and accommodation to attend meetings.

Te Pai Ora SSPA officers

The chairperson or co-chairs

The chairperson is appointed by the National Executive at the first meeting after the AGM, and may be re-appointed each year up to a maximum of five consecutive years. Te Pai Ora SSPA currently has co-chairs. In addition to the duties of a National Executive member, the chairperson has responsibility for:

- Leadership and chairing of national executive meetings and ensuring decisions are implemented
- Working with the Chief Executive Officer (CEO) on meeting agendas
- Liaising with the CEO between meetings
- Ensuring all fiscal responsibilities are carried out
- Exercising the casting vote in the event of a tied vote.

The deputy chair

The National Executive may appoint a deputy chair to stand in for the chairperson in their absence and to provide assistance as required.

The treasurer

The treasurer is appointed by the National Executive at the first meeting after the AGM. The treasurer is responsible for:

- Ensuring finances are managed appropriately
- Overview of the CEO's financial reports to the National Executive
- Ensuring the annual audit is carried out in line with good practice and legal requirements
- Working with staff to prepare the annual report
- Presenting the annual financial statement to the Annual General Meeting.

The Te Pai Ora SSPA Team

Te Pai Ora SSPA has a small, talented team based in Te Whanganui-a-Tara. The team comprises:

Chief Executive Officer: Belinda Himiona

Phone 021 0230 1029, email ceo@sspa.org.nz

This is a full-time position. The CEO is responsible for Te Pai Ora SSPA's operations and day-to-day mahi. The CEO works closely with the National Executive to ensure decisions are based on a sound body of information. Key responsibilities include:

- Providing leadership in the allocation and management of resources
- Supporting and connecting with Te Pai Ora SSPA members so as to be attuned to their needs and interests
- Building relationships with the stakeholders, including government ministers and officials, to extend influence and promote the interests of Te Pai Ora SSPA members
- Ensuring the work of the organisation is in line with its purpose and strategy, and that Te Pai Ora SSPA is meeting its legal, financial and contractual obligations
- Being the public face of Te Pai Ora SSPA

Communications Advisor: Sarah Fullarton-Boyce

communications@sspa.org.nz

This is a part-time position of 16 hours per week, responsible for Social Service Providers Te Pai Ora o Aotearoa's communications.

Learning and Development Advisor: Clare Docherty

This is a part-time position of 20 hours per week, responsible for Te Pai Ora SSPA's Learning and Development mahi.

Office Co-ordinator: Rachel Grant

office@sspa.org.nz

This is a part-time position of 20 hours per week, responsible for Te Pai Ora SSPA's office and administration.

Policy and Information Advisor: Fiona Bawden

policy@sspa.org.nz

This is a part-time position of 25 hours per week, responsible for Te Pai Ora SSPA's policy and information mahi.

Key documents

The following key documents that provide further background are available at <https://www.sspa.org.nz/about>

- Te Pai Ora SSPA Rules
- Te Pai Ora SSPA Strategic Plan 2021-23 (includes Te Pai Ora SSPA's purpose, vision, mission and values)
- Complaints Policy