



Collective Impact Board

Self-Nominated Candidate Information – Board Chair

The Ministry of Social Development is seeking self-nominations for the role of Board Chair of a new Collective Impact Board. The Board will give advice about how to enhance services for whānau affected by the events of 15 March 2019.

Candidates must nominate themselves for the role of Board Chair. Nominations may not be made on behalf of another person.

About the Collective Impact Board

The Collective Impact Board (the Board) is recommendation 26 of the Royal Commission of Inquiry (RCOI) into the terrorist attack on Christchurch masjidian on 15 March 2019.

The Board will enable public sector agencies, non-government organisations and affected whānau to agree on ongoing wrap-around services that best support affected whānau, survivors and witnesses.

The Collective Impact Board consists of the Board Chair, six Community Representatives as well as senior representatives from relevant government agencies.

Board Chair responsibilities

The Board Chair is a role for someone with:

- relevant governance and leadership skills and experience
- connection with the affected community
- an understanding of the Christchurch community.

The role of Board Chair has the same responsibilities as other Community Representatives on the Collective Impact Board.

In addition to these responsibilities, the Board Chair will:

- prepare and finalise an agenda for each meeting, to be distributed at least two working days before the meeting
- convene and facilitate monthly meetings
- sign off minutes from meetings
- ensure other members of the Board follow the Code of Conduct
- facilitate discussion and decisions and resolve conflict.

Detailed responsibilities

The Board Chair will:

- champion the views of whānau and people living in communities affected by the events of 15 March 2019, and support Board members to do the same
- be committed to work with a diverse range of community members and Board members for the greater good of the community impacted by the events of 15 March 2019
- engage widely with the community, bring together information on their issues and concerns, and inform the Board to develop the Kaiwhakaoranga Specialised Case Management Service - and support Board members do the same
- contribute to each Board meeting to ensure the voices of the community are heard and responded to, and support Board members to do the same
- keep up to date with issues and trends that effect individuals, whānau and communities
- facilitate meetings to enable all Board members to:
 - give advice and make high-level decisions on the future service needs of the community
 - actively contribute to discussions on the tasks and functions of the Kaiwhakaoranga Specialised Case Management Service
- assist with the ongoing development of the Kaiwhakaoranga Specialised Case Management Service to ensure it fulfils the needs of affected whānau and the community
- attend each Board meeting and undertake activities as required on behalf of, and responsible to, the Board as a whole
- prepare for meetings, read agendas, minutes, reports and other documentation required to actively participate in meetings
- understand and maintain confidentiality
- avoid or positively resolve potential conflicts of interest
- mediate effectively to ensure that all Board members can be heard and treated respectfully, and that a way forward has been agreed
- sign a Code of Conduct, and uphold the responsibilities of Chair and Board member, as detailed in the Terms of Reference.

The Board Chair will also:

- be able to see others' points of view and debate an issue calmly and assertively in a non-judgmental way
- have a passion for making a difference and improving people's lives
- have the skills to work with a diverse range of community members impacted by the events of 15 March 2019.

Commitment

The term of the Board Chair is 12 months from appointment.

Initially, the Board will meet monthly. This may change over time.

Co-Chair: A Co-Chair will be assigned to assist the Chair. If the Chair is not available to facilitate a Board meeting, then the Co-Chair or nominated Board member (the Acting Chair), will stand up.

Fees and support

Fees for attendance at meetings are in accordance with the *Cabinet Fees Framework - Group 4: All Other Committees and Other Bodies*.

The Board Chair will receive:

- \$575.00 (including GST) to prepare for and attend a scheduled full-day Board meeting
- \$287.50 (including GST) to prepare for and attend a scheduled half day Board meeting.

These rates reflect the Chair's extra responsibilities outlined in the Terms of Reference.

All meeting related fees payable to an individual are subject to withholding tax by Inland Revenue.

Board members will receive:

- secretariat support from the Ministry of Social Development
- access to training to develop their governance skills
- regular updates from the Kaiwhakaoranga Specialised Case Management Service
- support from the existing wider support network.

Board members representing government agencies will not receive additional remuneration for their membership and participation.

Appointment process

Nominations can be made from 15 March 2021 until 5pm on 29 March 2021. Late submissions will not be considered.

Candidates must nominate themselves for the role of Board Chair by completing the Self-Nomination Form - Board Chair. Nominations may not be made for another person.

A curriculum vitae (CV) is optional but appreciated. It is also recommended that self-nominated candidates provide a referee. Candidates are welcome to provide other documents to support their nomination.

Nominations should be emailed to the Ministry of Social Development at:

collectiveimpactboardnominations@msd.govt.nz

Candidates will be sent confirmation their email has been received.

The final selection of Board Chair will be made after the Board itself has been selected and announced. The Board and the Board selection panel will consider the nominations for Board Chair, and the final selection will be endorsed by the Associate Minister for Social Development and Employment.

The Chair will be appointed by 14 May 2021 and notified by the Canterbury Regional Commissioner for the Ministry of Social Development.

More information or translation support

- If you have questions, please email collectiveimpactboardnominations@msd.govt.nz
- If you need translation support services call 0800 453 771 or visit www.ezispeak.nz