

RUAPUHA UEKAHA HAPŪ TRUST

TRUSTEE NOMINATION FORM

We, (Two Nominators required)

..... (Name of Nominator 1), and

..... (Name of Nominator 2)

being registered adult beneficiaries of Ruapuha Uekaha Hapū Trust shown on the Ruapuha Uekahu Hapū Trust beneficiary register.

DO HEREBY NOMINATE as a Candidate for the election of Trustee to Ruapuha Uekaha Hapū Trust:

<p>Office Use: Date received: Register No: Register No. </p>

Enter the Candidate details here.

Name:

Address:

Phone:

Email:

Nominators to sign here.

Nominator 1 Signature:

Address:

Nominator 2 Signature:

Address:

Nb. Both nominators and candidate must be over 18 years old at the time of signing. Nominators must be registered members on the Ruapuha Uekaha Hapū Trust beneficiaries register at the time of signing. If you are unsure of registration, please contact the Office Administrator on 0800 525 626

Candidate to enter their name here.

I, (Full Name)

.....

hereby accept the nomination and declare that I am not precluded from holding office as defined in terms of **clause 7.d of the Rotation, Nomination and Election Policy of the Trust**, if declared elected I will be bound by the terms of the Trust Deed and other obligations of a trustee, and I authorise the secretary of the Trust to make any enquiries necessary to confirm any aspect of this declaration.

Candidate to sign here.

SIGNED: DATE:

CURRICULUM VITAE AND PERSONAL PROFILE

Please provide a current curriculum vitae, a photograph, and a personal profile of no more than 200 words stating your relevant experience and knowledge of the Trust's business and governance. These documents may be included in material distributed to registered voters and also be made available at the Annual General Meeting on 5 October where the election will be held.

ELIGIBILITY FOR NOMINATION

[Clause 7.d]

- d. The nominee must sign the nomination form indicating that he/she consents to the nomination and are a fit and proper person to act as a trustee and is not;
- i. An undischarged bankrupt
 - ii. Does not have any criminal convictions for dishonesty and is not a party to any civil or criminal proceedings before any Court
 - iii. Mentally disordered.

CLOSING DATE:

Nominations must be received at the office of the Returning Officer, Glenn Hawkins and Associates, PO Box 1712, Level 1 GHA Centre, 1108 Fenton St, Rotorua no later than **5:00 pm on Friday 9 August 2019**. Nominations received after that time and date will be deemed invalid.

RUAPUHA UEKAHA HAPŪ TRUST TRUSTEE POSITION DESCRIPTION

Trustees are elected by beneficiaries and may not initially meet some of the ideal criteria for the position but will be expected to engage in professional development during their terms of office.

Trustees' Duties and Responsibilities

The specific duties of Trustees, including the Chairman, are set out in the Trustee Code of Conduct, and include:

- act within the terms of the Code of Conduct, the Trust Order and Te Ture Whenua Maori Act 1993 and to acquaint themselves with the contents of these governing documents and the law as they apply to the RUHT;
- act within the best interests of the RUHT considering what is best for the organisation and its beneficiaries and avoiding bringing the RUHT into disrepute;
- act honestly, fairly, ethically and with integrity while discharging their duties and dealing with people associated with the RUHT;
- conduct themselves in a professional, courteous and respectful manner when dealing with other trustees, the beneficiaries, employees and contractors of the RUHT, stakeholders, the public and media;
- adhere to the Conflict of Interest Policy which outlines the process to manage conflicts of interest real or perceived effectively by ensuring they declare, register and resolve conflicts and do not gain materially or financially unless specifically authorised to do so;
- respect confidentiality by taking all reasonable steps to protect organizational information and the personal information of other trustees, beneficiaries and employees of the RUHT under the Privacy Act 1993;
- have a sound and up to date knowledge of the RUHT, its vision, mission, values, strategic plan, policies and the environment within which it operates;
- attend meetings and other appointments or table their apologies if they cannot attend trustee meetings;
- prepare fully for meetings and all work for the RUHT making sure to read Board papers and querying any matter that is not fully understood;
- actively engage in discussion, debates and voting in meetings;
- act jointly and to accept a majority decision.

Induction and Trustee Training

All Trustees are expected to familiarize themselves with the contents of the RUHT's Governance Manual. If a Trustee has not already undertaken a trustee governance course, they must do so within three (3) months of being appointed. The RUHT will cover the cost of the governance training and associated costs.