



Board Role

The Board is the legal authority for the Trust. The constitution allows for up to 15 trustees, currently (2017) there are 13 trustees. The Board's duty is to ensure that the organisation is professionally managed, financially prudent, a good employer and complies with strategic priorities.

Trustee Information

The appointment of a Trustee is for a period of three years, preferably from the Annual Meeting date in March unless co-opted during the year. Board members are able to stand for re-election at the end of the term. The Board meets on the fourth Tuesday of the month at 5:30pm, and each meeting is approximately 2 hours long and is held in the Trust Office in central Dunedin.

Requirements for Board membership

- An ability to work for the greater good of the organization.
- While specific experience with penguins is not essential, an understanding and empathy for conservation is desirable.
- Board members will be required to serve on a sub-committee (Conservation Management Committee, or the reserve sub-committees of Long Point, Otapahi, Okia or Tavora). These committees meet at varying times.
- There is an expectation that board members will make every effort to attend all board meetings and devote sufficient time to become familiar with the organization's affairs and the wider environment within which it operates.
- There is an expectation that board members will attend social events, and if appropriate, field days and working bees.
- There is an expectation that board members will become familiar with the current Policies & Procedures Manual.
- The Trust's direction and current work programmes are outlined in the attached Strategic Plan.
- To assist in ensuring the profile of the Yellow-eyed Penguin Trust remains high.
- As a trustee, you will have access to confidential information concerning privacy laws, employment and other sensitive material. You will be expected to sign and adhere to a memorandum of understanding about confidentiality.

Benefits of Board membership

- Your trusteeship may add to your curriculum vitae as service – many companies expect their employees to offer community service
- Contributing to conservation nationally
- Helping save an endangered taonga species
- An opportunity to visit unique coastal locations
- Have fun with like-minded individuals!

Fees and Reimbursements

Trustee work is voluntary.

Reimbursements of reasonable out of pocket costs will be made.

Current Board of Trustees

Eric Shelton (Chair)	Margaret Murrell	Jesse James (Emerging
Tim Mepham (treasurer)	Peter Simkins	Leader Trustee 2013)
Lala Frazer	Murray Brass	
Euan Kennedy	Hoani Langsbury	
Pat Mark	David Smith	

Conflict of Interest

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

Staff: December 2017

1. General Manager, Sue Murray (full time)
2. Field Manager, David McFarlane (full time)
3. Ranger, Ben Goldsworthy (full time)
4. Conservation Science Advisor, Trudi Webster (full time)
5. Nursery Supervisor, Louise Ashton (0.5 FTE)
6. Administration Assistant, Allison Wallace (0.6 FTE)
7. Field Assistants Stewart Island (variable contracts annually Oct – April)
8. Contractors as required

Brand Statement

Committed to creating natural environments where threatened yellow-eyed penguins can thrive

Brand Values

PENGUINS – PLANTS – PEOPLE - PASSION

Committed to protecting endangered yellow-eyed penguins

People are crucial to creating natural environments where yellow-eyed penguins can thrive

To inspire people to **learn** about rare and endangered yellow-eyed penguins

Passionate about saving yellow-eyed penguins and the environment in which they live

Other Information available on request

- Yellow-eyed Penguin Trust (1 page Profile attached)
- Policy & Procedures Manual, pages 5-7 'Governance' (attached)
- Strategic Plan 2016 – 2018 (attached and Notes to the Strategic Plan)
- Resumes of Current Board members and staff (attached)
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References

For information about the Trust from an independent referee, please contact either:

- Bruce McKinlay, Department of Conservation, Phone 477 6777
- email bmckinlay@doc.govt.nz
- Stewart Robertson, Managing Director, AdArt Brand Promotion, Dunedin
- Phone 489 8457, email stew@adart.co.nz

Current vacancies

TRUSTEE (2 positions)

Overview

Members of the Yellow-eyed Penguin Trust Board are a collection of 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 mission and work of the Yellow-eyed Penguin Trust.

Role & Responsibilities

Programme and Policy

- Understand the purpose and programs of the Yellow-eyed Penguin Trust.
- Develop Yellow-eyed Penguin Trust strategic plan and help steer Trust on this course.
- Review and approve annual Trust budget.
- Assist in developing new programmes and monitoring programme outcomes.
- Serve on one Board Committee.

Fundraising

- Set fundraising goals for the Trust
- Become a member of the Yellow-eyed Penguin Trust (individual, family, or corporate)
- Assist Board and Trust in raising funds.

Community Relations

- Promote a positive image of the organization to the community.
- Develop new supporters and volunteers for Yellow-eyed Penguin Trust.

Governance

- Demonstrate an ability to support the mission and work of the Trust.

Information to include when applying to be a trustee:

Applications should be submitted to the General Manager, Yellow-eyed Penguin Trust Office sue@yeptrust.org.nz and contain the following information:

- Outline of skill set offered to assist the Trust at governance level
- Examples of work with other not-for-profit organisations
- References, including an explanation of the nature of the work undertaken