



2025 TRUSTEE EXPRESSIONS OF INTEREST INFORMATION PACK

Overview & Process

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Otago Community Trust is a community-owned charitable trust that provides grants to assist community projects that make a significant and positive contribution to Otago communities.

The Trust has \$308.3M million invested (as at 31 March 2024) and since inception has granted more than \$219 million into the Otago Region. The Trust aims to make wise investment decisions that preserve the original capital for future generations as well as having an impactful grants budget each year.

The Minister of Finance has responsibility for appointing Trustees and invites Otago Community Trust to put forward nominations of suitable people to be considered for appointment as a Trustee. To assist the Minister identify suitable people for consideration, expressions of interest on a confidential basis are welcomed from people in the Otago Community Trust region.

This year, Otago Community Trust has three vacancies. Please note there are incumbents in two of these vacancies who will be seeking re-appointment.

This information pack provides more detail about Otago Community Trust, and the role and commitment of Trustees.

Process

If you have any questions about becoming a Trustee please contact Jemma Adams, CEO, by phone on 03 260 6806 or email jemma@oct.org.nz.

To submit an Expression of Interest, please send the following documents to jemma@oct.org.nz by 5pm on 23 May 2025:

- Your CV
- Cover letter
- Completed nomination form (available on our website)
- A copy of your photo ID, either a Passport or NZ Driver's Licence

All enquiries and expressions of interest will be treated in confidence.

All expressions of interest received by the Trust are forwarded to the Minister of Finance. In addition, the board advises the Minister of any identified gaps apparent in the current composition of the board with regard to the skills and attributes detailed below, and any other recommendations they may make.

Final appointment decisions rest with the Minister of Finance. Please note, this process can take significant time to work through.

Expressions of interest close at 5pm on Friday 23 May 2025.

Skills & Attributes Required

The Minister takes into consideration several factors when making appointments, including the skills and attributes required. Collectively, Trustees must have the skills to manage the Trust, in particular:

- Sufficient diversity among Trustees (for example, in relation to background, skillset, ethnicity, demographics, and gender), in order to ensure that the communities in the Trust's area and their needs are properly represented.
- Sufficient Trustees who whakapapa Māori;
- Sufficient Trustees who have the skills required to manage the Trust's investments (including compliance with financial and legal requirements);
- Trustees who collectively have skills in governance, community experience and the social sector; and
- Sufficient institutional knowledge of the Trust's affairs retained amongst the Trustees to enable smooth operation of the Trust.

Otago Community Trust welcomes expressions of interest across a broad range of backgrounds, skillsets, perspectives and geographic areas within the Trust's boundaries. Otago Community Trust would particularly welcome expressions of interest from rural areas in North or South Otago, or Wānaka.

Eligibility

Trustees must live within the Trust's funding area (see details [here](#)) and must not be excluded from appointment:

Exclusions

(as per section 7 of the Community Trusts Act 1999)

A person must not be appointed or reappointed, or hold office as a trustee of a community trust, if he or she is –

- (a) a bankrupt who has not obtained a final order of discharge, or whose order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled;
- (b) convicted of an offence punishable by imprisonment for a term of 2 years or more;
- (c) convicted of an offence punishable by a term of imprisonment of less than 2 years and is sentenced to imprisonment for that offence;
- (d) subject to an order made under section 383 of the Companies Act 1993;
- (e) a person to whom section 151(2)(ba) or section 151(2)(c) of the Companies Act 1993 applies;
- (f) [Repealed]
- (g) not resident in the area or region of the trust;
- (h) employed in the service of, or holding an office (other than the office of director) in, a trustee bank's successor company in which that trust holds shares.

Appointment decisions rest with the Minister of Finance.

About Otago Community Trust

Our History

- 1988: Trust Bank Otago Community Trust formed
- 1996: Trust Bank New Zealand sold to Westpac. Trust capital base set at \$131 million
- 2000: Name changed to Community Trust of Otago
- 2008: Name changed to Otago Community Trust
- Since 1988: Otago Community Trust has granted over \$212 million to projects, services and programmes.

Please see our website for more detailed information on our funding boundary (under [About Us/Funding Area](#)).



Our Trustees



ANDY KILSBY
CHAIR
Central Otago



BARB LONG
DEPUTY CHAIR
Greater Dunedin



ALOFA LALE
Greater Dunedin



DR MICHEAL STEVENS
Greater Dunedin



BRIDGET TWEED
South Otago



REBECCA WILLIAMS
Central Otago



CAROLE ADAIR
Greater Dunedin



ROBYN MCLEAN
Greater Dunedin



STACEY HONEYWILL
Greater Dunedin



JEREMY CHANG
Greater Dunedin



RACHEL BIRD
Greater Dunedin

Our Guiding Documents

[Community Trusts Act 1999](#)

[Trusts Act 2019](#)

[Otago Community Trust Deed](#)

[Statement of Investment Policies and Objectives \(SIPO\)](#)

[Strategic Plan](#)

OTAGO Community Trust **STRATEGIC** **PLAN** 2022 - 2027

The Otago Community Trust has introduced a new strategic plan which sets out the direction for the Trust over the next five years. Our plan has been developed to guide the Trust into the future, as we endeavour to work together with our communities and key stakeholders to invest in, assist with and facilitate opportunities for the benefit of Otago.

Our strategic plan has been developed in careful consideration of the current economic environment, it is mindful that we are a Trust in perpetuity and that we need to be wise and prudent in our philanthropic decisions.

OUR **VISION**

Otago communities are vibrant and resilient, and protective of people, heritage and environment.

OUR **VALUES**

- We are accessible, transparent and driven to make a difference;
- We are resilient, courageous and act with integrity, respect and prudence, valuing strong relationships;
- We are committed to the principles of Te Tiriti o Waitangi;
- We show leadership, wisdom and empathy.

OUR DRIVERS

To achieve our vision, we will:



FUNDING

Empower communities to realise their potential and goals.



ASSET MANAGEMENT

Balance the interests of current and future generations by preserving capital and maximising granting.



ORGANISATIONAL EFFECTIVENESS

Ensure we have effective processes and resources to achieve our purpose.

OUR FUNDING PILLARS

Our Funding Pillars represent our four strategic focus areas of granting



EMPOWERED COMMUNITIES

Communities are strong, vibrant and resilient. They collaborate and share ideas and resources. They support volunteers and volunteering initiatives.



IMPROVED HEALTH AND WELLBEING

People have access to health and welfare services and are able to participate in recreation and leisure activities.



INCREASED ACCESS TO OPPORTUNITIES

All are valued for the contribution that they make. The region has a thriving economy that directly contributes to inclusive growth.



THRIVING CHILDREN AND YOUNG PEOPLE

All children and young people in Otago are valued, accepted and empowered to lead fulfilled lives. They are healthy, happy and their wellbeing is nurtured.

WE WILL SUPPORT COMMUNITY PROJECTS THAT:

Positively impact on the health and wellbeing of Otago's residents, particularly the most vulnerable communities.

Raise resilience and capacity of Children and Young people, particularly those adversely affected by discrimination, disadvantage or exclusion.

OUR FUNDING WILL SUPPORT ORGANISATIONS THAT:

- Operate within our region to support activities that:
 - Bring communities together to develop greater social connection and celebrate identities;
 - Provide access to participate in community activities;
 - Encourage community pride and resilience; seek to protect our cultural heritage, and / or natural environment;
 - Support capability building.

- Provide equity of access to services and opportunities for people to participate in cultural, recreational & leisure activities which improve physical and mental health & wellbeing;
- Empower communities to lead their own solutions and improve systems.

- Provide economic benefits and/or employment opportunities;
- Work towards equal opportunities and access to equitable outcomes.

- Work with children and young people to:
 - Increase social equity and reduce disadvantage, discrimination &/or exclusion;
 - Enhance opportunities for participation.

Support capability programmes for groups working with children and young people. Develop youth-led initiatives.

OUR PRIORITY COMMUNITIES

Children and Young people, Māori, Pasifika, former refugees, new migrants, Rainbow communities, those experiencing mental health issues, people living with a disability, rurally or in isolation and those facing hardship.



OUR FUNDING AREA

We provide funding throughout Otago covering North Otago, South Otago, Central Otago including Wanaka, West Otago, Queenstown and Arrowtown districts are outside our funding boundary.



Connect with Us:

If you have any questions, or need help please contact us:

0800 10 12 40 or info@oct.org.nz

Visit our website for more information:

www.oct.org.nz

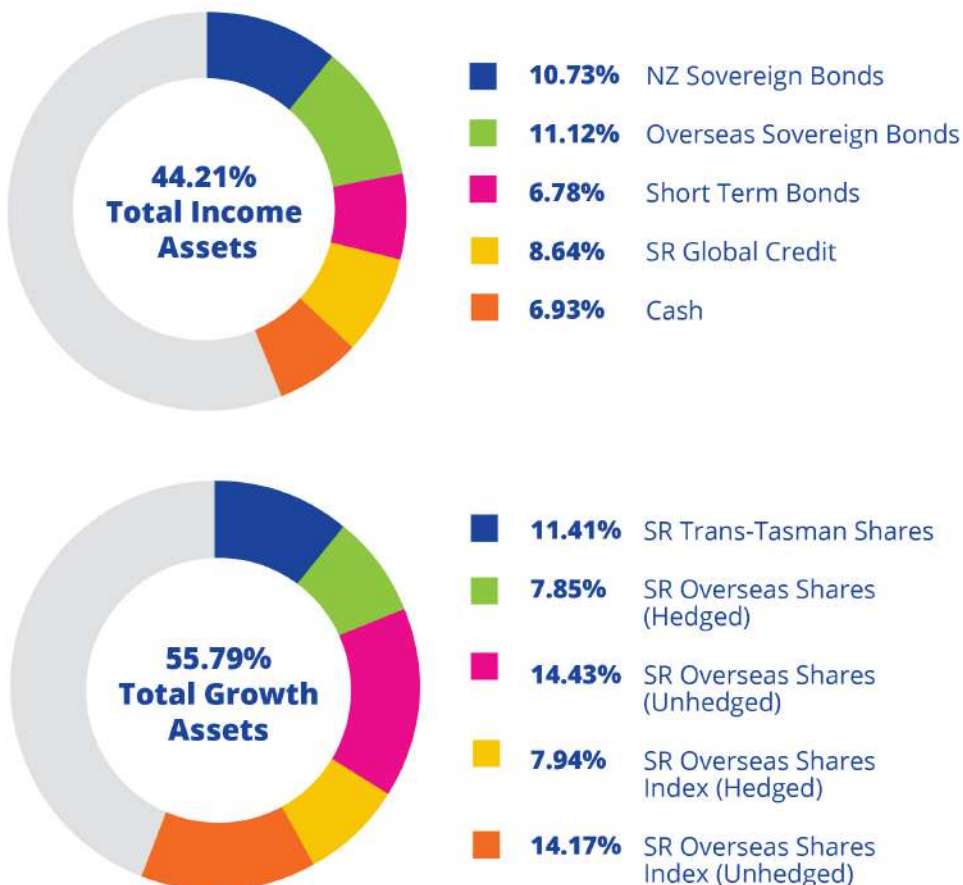
Our Investments

Otago Community Trust's ability to grant is underpinned by the performance of its investment portfolio. Established in perpetuity, the Trust aims to grow the value of our capital fund and maximise the funding available for granting, with the flexibility to respond to investment opportunities as they arise.

The initial capital of the fund was officially established at \$63 million in December 1994. Subsequently, it was increased to \$131 million in June 1996 when the remaining shares in Trust Bank were sold. Since then, the Trust's investment base has grown from \$131 million to \$308.3 million as of March 31, 2024.

In April 2023, the Trust announced the selection of Mercer NZ Ltd as its new investment consultant. Mercer NZ Ltd provides traditional advisory services, strategic advice, portfolio construction, and risk assessment for Otago Community Trust. The [Trust's Statement of Investment Principles and Objectives \(SIPO\)](#) guides decisions about its investments.

Strategic Allocation of Financial Assets



Trust Governance Structure

- Up to 12 Trustees
- Appointed by Minister of Finance
- Four year term
- Trustees may hold office on more than one occasion
- The Board works in close partnership with the CEO to ensure that its objectives and goals are achieved, supporting and resourcing the CEO to carry out his/ her responsibilities.

Committees of the board

- Audit, Risk & Finance Committee
- Tamariki & Rangatahi Subcommittee
- Policy Subcommittee
- Plus 2x Trustees are appointed directors of Fillmor House Ltd, a wholly-owned subsidiary of the Trust
- CEO Appraisal Committee

Role of the board

- The role of the Board is governance rather than management which is the responsibility of the Chief Executive Officer (CEO) and staff
- Governance focuses on the Trust's wider issues of purpose, including the setting and monitoring of strategic direction and the establishment of monitoring of Board-level policies
- Management focuses on implementing the strategic direction of the Board and the operational day-to-day running of the Trust's business

Key activities of the board

- Ensuring the Trust's assets are protected
- Setting and monitoring strategic direction and objectives
- Setting and reviewing governance, investment, grants and operational objectives and policies, and ensuring compliance with approved policies
- Appointing the CEO and monitoring performance
- Appointing the Investment Advisor and monitoring performance
- Approving grants, operating and capital expenditure budgets, and approving expenditure outside budgets, and monitoring and reviewing performance against those budgets
- Considering and making decisions on grant applications
- Ensuring ongoing accountability of the Trust
- Reviewing its own performance

Governance & Management Structure



Time Commitment

- Normal workload of a Trustee is 25 days per year.
- Board meeting dates for 2025 are provided below. Alongside meetings of the Trust, Trustees are expected to attend events in the community which the Trust has supported.

Meeting Dates 2025

25 February:	8.30am - 4.30pm	Otago Community Trust, Boardroom
26 March:	8.30pm - 4pm	Otago Community Trust, Boardroom
29 April:	9.30am - 4pm	Otago Community Trust, Boardroom
20 May:	Time TBA	Central Otago - Joint Trusts Day with with Central Lakes Trust & Community Trust South
27 May:	8.30am - 4.30pm	Central Otago
24 June:	9am - 4pm	Otago Community Trust, Boardroom
22 July:	9am - 4pm	Otago Community Trust, Boardroom
26 August:	9am - 4pm	Otago Community Trust, Boardroom APM held the same day
23 September:	9.30am - 3.30pm	North Otago
21 October:	8.30am - 4.30pm	Otago Community Trust, Boardroom
18 November:	9am - 4pm	South Otago
9 December:	8.30am - 4.30pm	Otago Community Trust, Boardroom

Board meetings typically run 8.30am until 4.00pm.

In addition, most Trustees are also a member of one or more committees or subcommittees:

- **Audit, Risk & Finance Committee** meets four times per year, for 1.5 - 2 hours
- **Tamariki & Rangatahi Subcommittee** meets most months, for 1 hour
- **Policy** meets four times per year, for 1.5 - 2 hours
- **CEO Appraisal** meets two to three times per year, for 1 hour
- **Fillmor House Ltd** meets twice per year, for 30 minutes

Remuneration

Annual Remuneration			
Chair	Deputy Chair	Trustee Chairing a Committee	Trustee
\$26,400	\$16,500	\$14,520	\$13,200

- Mileage is reimbursed (at current IRD rates) for attendance at Otago Community Trust meetings and functions where Trustees are representing the Trust.
- Trustees are provided with professional development opportunities including governance and investment workshops and philanthropic conferences.



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