



Title:	Māori Trustee
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Mō Ngā Taonga | About Ngā Taonga Sound & Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand’s audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand’s audiovisual taonga. Our kaupapa expresses our commitment to the principles of Te Tiriti o Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

We are committed to the principles of Te Tiriti o Waitangi and support the revitalisation of Te Reo Māori, encouraging all trustees to use Te Reo Māori in their Board activities, develop an understanding of tikanga and demonstrate openness to te ao Māori.

Mō te Tūranga | Position Purpose

The purpose of this position is to:

- provide leadership and governance to protect and enhance the assets and interests of Ngā Taonga;
- contribute to the Board so it can achieve its objectives to ensure Ngā Taonga’s sustainability and ability to operate and fulfil its goals and aspirations;
- be a voice for Māori cultural values and perspectives, and advocate for mātauranga Māori in all aspects of the organisation;
- provide expertise to the Board in mātauranga Māori and iwi/Māori engagement; and
- if elected Co-Chair, manage the relationship with the Minister for Arts, Culture & Heritage, provide the primary relationship with the CE and chair meetings.

Ngā Whanaungatanga Matua | Key Relationships

A part of the role, a Trustee engages and maintains good relationships with diverse stakeholders. These relationships include:

External	Internal
<ul style="list-style-type: none"> ▪ Minister for Arts, Culture and Heritage ▪ Iwi, hapū and hāpori Māori ▪ Communities and the public ▪ Government and funders ▪ Sector and industry 	<ul style="list-style-type: none"> ▪ Co-Chairs and Trustee colleagues ▪ Chief Executive ▪ Leadership team and key staff ▪ Committee colleagues

Ngā Haepapa Matua | Key Accountabilities

1. Provide governance, strategic and sector leadership

Through the Trustee’s leadership, Ngā Taonga:

- has a clear and meaningful strategic vision and direction with strong organisational infrastructure and systems, as well as appropriate policies and controls;
- is achieving its goals, aspirations, contractual and fiscal obligations in a timely manner;
- complies with all applicable legislation, regulations and bylaws;

- is seen as a reputable, high performing organisation that develops and maintains strong collaborative partnerships with other organisations.

The Trustee has:

- positive relationships with funders and other key stakeholders;
- positive relationships with the Chief Executive and staff.

2. Holds overall responsibility for the health and wellbeing of staff, contractors and visitors

- The Trustee actively engages with the Archive's health and safety management system;
- Effective health and safety culture and behaviours are evident across the organisation.

3. Prepares for, attends, and contributes to Board and Committee meetings

- Attends all Board and Committee meetings;
- Is fully prepared, participates and contributes actively at meetings;
- Ensures meetings are effective and objectives efficient.

4. Meets Board expectations and performance

- Demonstrates and maintains high standards of conduct;
- Actively participates in the recruitment and selection of new trustees;
- Supports the Board to function well and its objects are achieved in a timely manner
- Supports the Board to ensure evaluation goals are achieved.

5. Mātauranga Māori

- Upholds kaupapa Māori values and bicultural principles;
- Supports the organisation to ensure kaupapa values and bicultural commitments are evident across the organisation, including advocating our commitment to a kaupapa-centered approach across all roles and activities of Ngā Taonga and encouraging all kaimahi to do the same;
- Identifies and participates in relevant learning activities to develop or enhance own understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centered approach, taonga Māori and mātauranga Māori;
- Takes responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of all work activities;
- Encourages and supports the use and normalisation of te reo Māori in the workplace;
- Actively looks for opportunities to model and reinforce Ngā Taonga valued behaviours and encourage others to do the same.

6. Supports the Chief Executive

- Provides quality advice, support and guidance to the Chief Executive;
- Supports the Chief Executive to perform well;
- Ensures an appropriately skilled and experienced Chief Executive is recruited and appointed in a timely manner.

Ngā Whanonga Matua | Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Doing what is right</i>	<i>Empathy and genuine concern</i>	<i>Connection and collaboration</i>	<i>Value and benefit to others</i>	<i>Integrity and trustworthiness</i>
Outcome: We are trusted		Outcome: We are connected		Outcome: We are valued
Valued Behaviour		Narrative/Explanation		
We value the collection by sharing it		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to</i>		

	<i>kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>
We lift each other up	<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>
We are easy to work with	<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>
We strive to do better	<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people.</i>
<i>We use our time and resources responsibly</i>	<i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are always mindful of the significant contribution our funders, including the taxpayers makes to our organisation.</i>

Ngā Pukenga me ngā Mātau ā-Wheako | Qualifications, Knowledge and Experience

Our Constitution lists specific skills, knowledge or experience that should be present across the members of our Board of Trustees at an expert or advanced level. These are highlighted in bold below.

Whether they appear in the Essential and Desirable section is determined by the required outcome of each recruitment so that the skills, knowledge and experience each Trustee brings complements others already on the Board.

Essential	Desirable
<ul style="list-style-type: none"> • governance experience; • experience working in partnership with iwi and Māori communities; • knowledge of tikanga; • experience in and connections with the Broadcasting sector OR experience with large digital projects, ideally digital preservation. • understanding of Te Tiriti o Waitangi/Treaty of Waitangi. <p>Advanced or Expert level:</p> <ul style="list-style-type: none"> • senior governance, directorship or management experience; • ability to engage and influence across the sector and whole organisation at a strategic level; 	<ul style="list-style-type: none"> • financial expertise; • archival expertise; • screen, audio and/or radio industry experience; • experience in technology/IT; and • legal expertise; • understanding of Aotearoa New Zealand history; • working knowledge of the Public Sector; and • awareness of Archival principles.

From time to time it may be necessary to consider changes in the job description in response to the changing nature and strategic direction of the organisation – including technological requirements or statutory changes. This Job Description may be reviewed as part of the annual evaluation for performance of the Board.