



2026 TRUSTEE ELECTION

# Trustee Nomination Guide

Everything you need to put your name forward

Nominations close **Monday 29 June 2026 - 5pm**

TE RŪNANGA O NGĀITAKOTO

Te Rūnanga o NgāiTakoto is calling for nominations for the 2026 Trustee Election. This guide covers everything you need to know - what the role involves, whether you are eligible, how to complete your nomination form, and what happens next.

#### HE ITI PIOKE NO RANGAUNU, HE AU TŌNA

Even small actions can generate great impact when grounded in purpose, whakapapa, and collective strength. If you are thinking about putting your name forward - read on.

All references to clauses and schedules are from the Trust Deed of Te Rūnanga o NgāiTakoto (2025 Restatement).

#### NGĀ POU O TE KĀWANATANGA — THE FOUR POU

Te Rūnanga o NgāiTakoto governs through four pou —

##### POU TANGATA

(People & Relationships),

##### POU TAHUA

(Financial Stewardship),

##### POU TAIAO

(Kaitiakitanga), and

##### POU TIKANGA

(Culture & Governance). These pou describe what Trustees do and what the Trust stands for. They appear throughout this guide, in the nomination form, and in the governance tools Trustees use once elected.

Understanding them now means you are already speaking the same language as the Board you are joining.

## 1 WHAT IS A TRUSTEE?

# Kaitiaki - Guardians of NgāiTakoto

*The role of Trustee is one of the most significant ways you can serve your iwi.*

Trustees are the governors of Te Rūnanga o NgāiTakoto. They are responsible for receiving, holding, managing, and administering the Trust Fund on behalf of all present and future NgāiTakoto whānau. Trustees promote the educational, spiritual, economic, health, social, and cultural advancement of NgāiTakoto; maintain and establish places of cultural and spiritual significance; undertake commercial activities to support the objectives of the Trust; and represent NgāiTakoto in all matters relating to the Trust Deed.

#### GOVERNANCE, NOT MANAGEMENT

The Trustees' role is to govern - not to manage. Day-to-day operations are the responsibility of the Chief Executive and staff. All Trustees carry equal collective accountability (Schedule 3, clause 6.5).

## What trustees do in practice - the four pou

### POU TANGATA

#### People & Relationships

Build and maintain relationships with whānau, iwi, and external partners. Communicate clearly and represent the Trust with manaaki.

### POU TAHUA

#### Financial Stewardship

Oversee Trust assets, understand financial reports, support fiscal transparency, and identify risks and opportunities.

### POU TAIAO

#### Kaitiakitanga

Understand environmental issues and their connection to whānau wellbeing. Protect NgāiTakoto taonga and advocate for our taiao.

### POU TIKANGA

#### Culture & Governance

Embed NgāiTakototanga in governance practice. Uphold te reo, tikanga, and whakapapa. Champion the cultural integrity of the Trust.

## Time and remuneration

**\$250**

per month honorarium

**\$250**

per Board meeting attended

**~1 day**

per month minimum commitment

Additional time is required for wānanga, training, and community engagement. Trustees must commit to regular governance training as a condition of appointment. Remuneration is benchmarked independently at least every five years (clause 3.5).

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TWO TYPES OF TRUSTEE - WHICH ONE APPLIES TO YOU?

## Marae Trustee or General Trustee?

*You may only nominate for one position per election. Read carefully to understand which type applies to you.*

## MARAE TRUSTEE

- › One Marae Trustee per marae - Waimanoni, Wharemaru, Mahimaru, Te Pā a Parore
- › Elected by Adult Registered Members who list that marae as their Primary Marae
- › You may only nominate for your own Primary Marae
- › Must demonstrate active participation at that marae - confirmed by the marae itself (see below)
- › Nomination must be signed by five Adult Registered Members from that marae

## GENERAL TRUSTEE

- › Up to three General Trustees elected - the top three vote-getters are elected
- › Elected by all Adult Registered Members of NgāiTakoto
- › Open to any eligible Adult Registered Member regardless of marae
- › Nomination must be signed by any five Adult Registered Members
- › You may only nominate for ONE position per election

### GENERAL TRUSTEES - OPEN TO ALL NGĀITAKOTO MEMBERS, WHEREVER YOU ARE

The Trust Deed guarantees representation for each of our four marae through the Marae Trustee seats. The three General Trustee seats complement this by being open to all eligible NgāiTakoto members, wherever you call home. Whether you are based in Manukau, Nelson, Tasmania, New York, or anywhere else in the world - these seats exist so that whānau living away from home have a genuine pathway onto the Board.

### MARAE TRUSTEES - WHAT DOES "ACTIVE PARTICIPATION" MEAN?

The Trust Deed requires Marae Trustee nominees to demonstrate active participation at their marae - and it is the marae that holds the authority to confirm this, not the Rūnanga. The Deed deliberately preserves marae mana in this determination. Attendance at marae hui is one example given in the Deed, but the definition is intentionally non-exhaustive. Each marae has full latitude to define active participation in a way that reflects its own tikanga and its own knowledge of its people. No formula is imposed from above.

A nomination must also be signed by five members of the relevant marae - meaning a candidate can only go forward with genuine community backing. For further background, see the [AGM 2024-25 Questions and Answers](#) on our website.

### IMPORTANT - ALL TRUSTEES SERVE ALL MEMBERS

All Trustees - including Marae Trustees - are elected as trustees and must work collaboratively in the interests of all NgāiTakoto Members (Schedule 3, clause 6.5).

# Eligibility Requirements

You must meet all of the following criteria as at the nominations close date (Schedule 3, clause 1.1).

## YOU DON'T NEED TO BE A GOVERNANCE EXPERT

Prior governance experience is not mandatory - though it is beneficial. What matters most is your commitment to NgāiTakoto, a willingness to learn and grow in the role, and the integrity to serve your people well. Trustees are supported with ongoing governance training as part of the role.



### Membership

You must be an Adult Registered Member of NgāiTakoto (18 years or over, registered on the Members Register). If you are unsure whether you are registered, visit our [Contact Us page](#) or email [admin@ngaitakotoiwi.co.nz](mailto:admin@ngaitakotoiwi.co.nz) to check your registration details.



### No dishonesty convictions

You must not have been convicted of an offence involving dishonesty, conspiring to defeat justice, or a relevant Companies Act offence - unless covered by the Criminal Records (Clean Slate) Act 2004. You must not have been convicted in the last 10 years of an offence punishable by more than 3 years imprisonment.



### Not bankrupt

You must not currently be bankrupt or have been adjudged bankrupt in the last 5 years.



### Not disqualified

You must not have been disqualified from being a company director or removed as a trustee by a court order for breach of trust, lack of competence, or unsatisfactory conduct.



### Capacity to serve

You must be able to perform the duties of a Trustee and must not be subject to a Property order under the Protection of Personal Property Rights Act 1988.



### Not recently removed

You must not have been removed as a Trustee of Te Rūnanga o NgāiTakoto within the last 3 years.



### Marae Trustees only - active participation

You must demonstrate active participation at the marae you are nominating for. It is the marae - not the Rūnanga - that holds the authority to confirm this. See Section 2 above for more detail.

## NOT SURE ABOUT ANY OF THESE?

If you are unsure - particularly about criminal history or bankruptcy - seek legal advice or speak to the Rūnanga before submitting. We are here to help.

## 4 WHAT HAPPENS AFTER I SUBMIT?

# The Nominations and Election Process

Here is what happens from the moment you submit your nomination through to your term beginning.

1

### Submit your nomination

Send your completed nomination form, police vetting consent, bio, and photo to the Chief Returning Officer by **Monday 29 June 2026, 5pm**. Late or incomplete nominations cannot be accepted.

**DEADLINE: 29 JUNE 5PM**

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### Verification and police check

Your eligibility is verified and a police vet is conducted. All nominees must have consented to this on their nomination form. You will need to provide photo ID as part of the police vetting process - the vetting form includes details on what is required.

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### Candidate information shared with members

Your bio and skills statement are shared with Adult Registered Members so they can make an informed vote. Your photo will also be included.

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### Vote (if required)

If there is more than one nominee for a position, a vote is held. Voting is open to all Adult Registered Members in three ways:

#### Electronic

Primary method - voting forms sent directly to your email or digital address

#### Postal

Available if you have opted in to receive voting papers by post to a physical address

#### In person

You may also cast your vote in person at the AGM on the day

If you are the only nominee for a position, you are deemed elected and no vote is required.

### MAKE SURE YOUR CONTACT DETAILS ARE UP TO DATE

To receive your voting papers electronically, your current email address must be on the NgāiTakoto Members Register. To opt in for postal voting, your physical address must also be current. Visit our [Contact Us page](#) or email [admin@ngaitakotoiwi.co.nz](mailto:admin@ngaitakotoiwi.co.nz) to update your details.

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**AGM - result announced**

The preliminary result is announced at the AGM. The AGM date, time, and venue will be confirmed and notified to members in due course, in accordance with clause 5.1 of the Trust Deed (within 6 months of the 31 March balance date).

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**Result certified - your term begins**

The Chief Returning Officer certifies the result. Your term of office begins from the date the result is certified, confirmed within one week of the AGM.

**TERM: 3 YEARS FROM CERTIFICATION**

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**TERM OF OFFICE**

## How long is the term?

From the First Election (2026 AGM) onwards, ordinary Trustee terms are **three years**. Trustees may be re-elected but cannot serve more than three consecutive terms - or nine continuous years - before a break is required.

**MAXIMUM CONTINUOUS SERVICE - 9 YEARS****Term 1**

Years 1-3

**Term 2**

Years 4-6

**Term 3**

Years 7-9

**Break required**

Year 10+

**FIRST ELECTION - ROTATIONAL TERMS**

For the 2026 First Election, some Trustees will serve a 2-year term and others a 3-year term to establish a staggered rotation. The allocation is decided by Trustees after the election. If agreement cannot be reached, it is determined by drawing of lots.

If a casual vacancy arises mid-term, the next-highest polling candidate fills the role for the balance of that term.

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**TIPS FOR COMPLETING THE NOMINATION FORM**

## Section by section

*Read these tips before you begin. Take your time - your bio and skills statement will be shared with voters as submitted.*

**Section 1**  
**Trustee type**

Tick **ONE box only**. If nominating as a Marae Trustee, also tick your Primary Marae. If you are unsure which marae is your Primary Marae, visit our [Contact Us page](#) or email [admin@ngaitakotoiwi.co.nz](mailto:admin@ngaitakotoiwi.co.nz) to check your registration details.

**Section 2**  
**Personal details**

Use your full legal name as it appears on official ID. Provide a current postal address and contact details.

**Section 3**  
**NgāiTakoto connection**

You must be an Adult Registered Member - descended from Kauri and Tumoana, the tūpuna from the eponymous ancestor of Tuwhakaterere, or a whangai of NgāiTakoto. You do not need to provide a full written whakapapa - your registration validates the connection.

**Section 4**  
**Eligibility checklist**

Tick every box that applies to you. If you are unsure about any item - particularly criminal history or bankruptcy - seek legal advice or speak to the Rūnanga first.

**Section 5**  
**Skills statement**

Tell voters why you want to serve NgāiTakoto and what you bring. Be clear and honest. Think about your experience across the four pou - Tangata, Tahua, Taiao, Tikanga. **This will be shared with voters as submitted.**

**Section 6**  
**Nominators**

Ensure all five nominators sign before the close date. Late or incomplete nominations cannot be accepted. For Marae Trustees, all five must be from your Primary Marae.

**Section 7**  
**Declaration**

Sign only when you have read your entire submission and are satisfied with it. By signing you confirm your consent to Police vetting and your commitment to the obligations set out in Schedule 3, clause 1.1(c) of the Trust Deed.

**YOUR SKILLS STATEMENT - A PROMPT TO GET YOU STARTED**

You don't need to be a governance expert. Consider writing about: your connection to NgāiTakoto and your marae (Pou Tangata); any financial, business, or resource management experience (Pou Tahua); your involvement in environmental or land matters (Pou Taiao); and your knowledge of NgāiTakoto tikanga, reo, or whakapapa and any leadership roles you have held (Pou Tikanga). A few clear, honest paragraphs is all that is needed.

## Questions or need help?

Contact the Rūnanga before nominations close - we are here to help.

Website: [ngaitakotoiwi.co.nz/contact-us](http://ngaitakotoiwi.co.nz/contact-us)

Email: [feedback@ngaitakotoiwi.co.nz](mailto:feedback@ngaitakotoiwi.co.nz)

Phone: 0508 TAKOTO (825 686)

## Submit your nomination to

Chief Returning Officer - Erica Amon

Email: [erica.amon@navigator.kiwi.nz](mailto:erica.amon@navigator.kiwi.nz)

Nominations must be received by **Monday 29 June 2026 at 5pm**. Late nominations cannot be accepted.

