

**Religious Society of Friends Aotearoa New Zealand Trust  
Board**

# **Handbook for Trustees**

**September 2013**

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## **Introduction**

This handbook has been written to guide Trustees and potential Trustees of the Religious Society of Friends Aotearoa/New Zealand Trust Board in their responsibilities. The handbook outlines the Trust history, and describes the work of Friends who serve as members of the Board. It gives details of the funds that are available for loans or grants. It also contains extracts from documents provided by the Charities Commission and from the Trustee Act 1956 that outline the responsibilities of Trust Board members.

Trustees must be members of the Religious Society of Friends. They are appointed individually by Yearly Meeting for a term of three years and are eligible for a further three year period of service. There must be no fewer than six and no more than fourteen Trust Board members.

Yearly Meeting Nominations Committee and the Trust Board will attempt to ensure that current Trustees possess a diverse range of skills, geographical location and experience of Quaker procedures.

When your term of office ends, this handbook should be handed on to the next person appointed to the Board together with current documents relating to Board business and applications for funding.

## **A brief history**

The Trust Board was established when property in New Zealand that had been purchased in the name of London Yearly Meeting was handed over to New Zealand Quakers to manage. In 1927 Meeting for Sufferings agreed that Friends in New Zealand should take over responsibility for the Auckland Meeting House, the Friends' Hostel in Wellington, the Friends' School in Wanganui, and Friends' property in Nelson. There was a note that consent from London was required before sale of the above could go ahead. Formal incorporation of the Trust Board took effect in Auckland on 31 May 1930. The Secretary, Egerton Gill, served until 1938.

For the first twenty years the Trust was involved only with funding, acquisition and (delegated) management of the Society's properties. The first bequest was received in 1947. Since then there have been others, some of which require ongoing management.

Minor amendments to the Trust Deed have been made during the life of the Trust. The most recent changes (16<sup>th</sup> March 2014) were made to amend the formal name and spelling and to build Quaker values and procedures into decision-making processes. Although there have been occasions when major decisions relating to property acquisition or disposal and management of assets were necessary, the Trust Deed makes it clear that day-to-day responsibility for management of properties remains with local meetings.

# **The Trust Deed**

## **RELIGIOUS SOCIETY OF FRIENDS AOTEAROA NEW ZEALAND TRUST BOARD**

### **RULES AND OBJECTS:**

1. To hold in its name land, buildings and other property owned by the Religious Society of Friends in Aotearoa/New Zealand / Te Haahi Tuuhauwiri in order to promote religion for the public benefit in accordance with the faith and practice of the Religious Society of Friends / Te Haahi Tuuhauwiri (Quakers).

All such property will be held in trust in one of the following ways;

- a) subject to the trusts contained in the trust deed (if any) existing at the date of transfer to the Board of a particular property, in respect of that property, or
- b) subject to such trusts as may be declared in respect of a particular property after it has been transferred to the Board, or
- c) subject to any other trusts which are at any time lawfully declared in substitution for or amendment of, any of the trusts referred to in a) or b) above.

2. To deal with each property held by the Board (whether by sale transfer lease or otherwise) in accordance with the trusts affecting it.

### **RULES**

1. The Trustees making up the Board shall be the members of the Board.

2. There shall be not less than six (6) nor more than fourteen (14) members. If the number of members falls below six then the Board shall not act until the number is increased to six as provided by Rule 3.

3. The members shall from time to time be appointed by Yearly Meeting of the Religious Society of Friends in Aotearoa /New Zealand / Te Haahi Tuuhauwiri. However if the number of members falls below six then Standing Committee of Yearly Meeting may appoint a member or members to increase the number to six.

No person shall be appointed a member of the Board who is not a member of the Society of Friends, and any member of the Board who ceases to be a member of the Society of Friends shall automatically cease to be a member of the Board.

Yearly Meeting may declare a person to be no longer a member of the Board. Any decision of Yearly Meeting shall be sufficiently evidenced by a copy of the relevant Yearly Meeting minute, signed by the Clerk of Yearly Meeting. The office of Board member shall be vacated if the member resigns by notice in writing to the Clerk of Yearly Meeting.

4. One of the members shall be appointed by Yearly Meeting to be the Secretary of the Board. If the Secretary dies, or is considered by the Board to be incapable of acting, or is resident abroad, or wishes to be relieved of the Secretaryship, then the other members, or any four of them, shall appoint one of the other members to be a temporary Secretary until a new Secretary is appointed by Yearly Meeting. The Secretary may be paid an honorarium, to be fixed by Yearly Meeting. The Secretary shall keep minutes of the proceedings of the Board. Cheques shall be signed by any two of four signatories appointed by the Board. The Secretary shall arrange for the preparation of accounts, which shall have an annual financial assurance.

5. The registered office of the Board shall be at such place as is from time to time fixed by the Board.

6. When there is any business to be done or documents to be executed by the Board, the Secretary shall notify all the members by four weeks ahead of the date time and place of a meeting to be held and of the business to be done or documents to be executed at that meeting. This rule shall not however apply in the case of the appointment of a temporary Secretary as provided in Rule 4.

7. Four (4) Board members shall be a quorum at Board meetings. Nothing shall be done by the Board that is not in accordance with the objects of the Board stated above, and the trust deeds affecting the properties held by the Board.

8. The Common Seal shall be kept by the Secretary and shall not be used except pursuant to a minute of a meeting of the Board. The Secretary shall be one of the members who attest the affixing of the Seal.

Notwithstanding what is contained in Rules 6 and 7, a minute signed by three quarters of the members of the Board shall carry the same weight as if it had been made at a Board meeting properly called and constituted. A certificate signed by the Secretary, as to the persons for the time being constituting the Board, shall be conclusive evidence of their membership.

9. Any mortgages or other contracts shall contain a provision that the individual members of the Board shall not be personally liable and that the Board shall be liable only to the extent of the land or other property affected by such mortgage or contract.

10. The out of pocket expenses of the Secretary and other members of the Board, properly incurred in their work for the Board, shall be borne (proportionately if necessary) by the trust property or properties affected. Pending payment in this way, such expenses may be reimbursed by Yearly Meeting.

11. Yearly Meeting has power to amend the rules provided that no amendment shall be considered or adopted by Yearly Meeting if the amendment could adversely affect the charitable status of the Board.

12. The respective committees appointed or nominated either by Yearly Meeting or by a Monthly Meeting or Recognised Meeting to look after and manage the various Meeting Houses and other properties vested in the Board shall continue to look after and manage those properties and shall continue, with the Board, to be responsible to Yearly Meeting for their proper care and management.

13. (As also provided by Section 11 of the Charitable Trusts Act 1957.) Deeds may be made by the Board under its Common Seal, attested by the Trustees or any three of the Trustees constituting the Board, and all other contracts may be made in writing, signed by any person in the name and on behalf of the Board, acting under a resolution in writing passed at a meeting of the Trustees.

14. The property held by the Board shall be invested in a manner that is in accordance with a Statement of Investment Policies and Objectives ("SIPO") that is prepared by members of the Board and that is consistent with the Testimonies of the Society of Friends; provided that the Board shall comply with any provisions of any applicable trust deed or other trust document (referred to in Object 1 (a) to (c)) to the extent to which such provisions contradict the SIPO. A copy of the SIPO shall be provided to the Yearly Meeting.

16 March 2014

## **If you are asked to become a Trustee**

Take a thorough look at this Handbook, and read recent minutes, current documents and annual reports before you allow your name to be put forward to Nominations Committee. You will need to find answers to the following questions:

1. Have you read the Trust Deed?
2. What is the current state of the Trust?
3. What is its financial position?
4. How well-managed is the Trust? Are there regular, accurate and up-to-date reports to Yearly Meeting?
5. Can you see any looming problems - and do you feel that you can influence the outcome?
6. Will you feel comfortable working with the Secretary and other Trustees?
7. Do you have conflicts of interest that will stop you being an effective Trustee?
8. What will the time commitment be and do you have that time?
9. What do the last few Annual Reports show?

## **Board processes**

The Board meets face-to-face at least once a year. Meetings are often held at the time of Yearly Meeting in order to minimise costs. All Trustees are encouraged to be present. The annual report and accounts will have been considered already by Monthly Meetings and Yearly Meeting through Documents in Advance. Board meetings are open to any Friend with prior notification to the Secretary of the Board, but decision-making is only by Board members. Non-members of the Board may be asked to retire during any item of business.

Yearly Meeting has agreed that Board members should act as Trustees in their own right. This means that appointees are not representatives of a local area or Monthly Meeting. Trustees may keep a local Meeting informed and consult with it over issues that the Trust Board is discussing. The Meeting does not direct the Trustee, nor does the Trustee need to accept suggestions made by the Meeting. Decision-making is expected to be done through engagement with other Trustees in a Quakerly manner.

The Board may decide to consult Yearly Meeting, Standing Committee or other Meetings before making particular decisions, and will do this as a body rather than imposing the task of consultation on individual Trustees.

The Trust Deed requires decisions to be made and minuted at a meeting of at least four Board members. If a face-to-face meeting cannot be arranged, Rule 8 allows a decision to stand if the relevant minute is signed by at least three-quarters of the members of the Board.

Much of the work of the Trust is done by email, mail or tele-conference. Once agreement has been reached on a particular decision, a copy of the resulting minute is sent to each Trustee to affirm agreement and return to the Secretary. These minutes are formally recorded at the next face-to-face Board meeting.

## **Responsibilities of Trustees**

The duties of Trustees are governed by law. The Appendix to this Handbook sets out some of those legal requirements.

### **Trust Board members are also expected to:**

1. act in the interests of the Religious Society of Friends as a whole;
2. make sure that their decisions are based on valid information;
3. ensure that all reporting, financial and otherwise, is accurate and not misleading;
4. be aware of legislation relevant to the Religious Society of Friends and ensure compliance. Trustees can be charged with fraud or gross negligence if the Board fails to comply with relevant laws;
5. attend Board meetings. If this is impossible send formal apologies to the Secretary;
6. contribute in an informed and constructive manner;
7. treat information as confidential where appropriate;
8. accept collective responsibility for all decisions;
9. recognise and act appropriately when conflicts of interest arise;
10. reply to correspondence within agreed time frames (currently one week);
10. let the Secretary know in advance if they will be out of contact for more than two weeks;
11. consider and return minutes within agreed time frames;
12. seek prior approval for claimable expenses, and produce evidence of payment;
13. disseminate information about the Board and its activities to the wider Society of Friends;
14. have the authority of the Board before committing it to any expense, for example the commissioning of external advice.

## **Financial reporting requirements**

Trusts and societies registered with the Charities Commission are required to submit an annual return. This will also automatically file the return required by the Companies Office.

The Trust Deed covers other requirements relating to finances. These include cheque-signing, the keeping of proper accounts, annual reporting of all income and expenditure and annual financial assurance.

## **Properties**

Currently the Trust Board owns nine properties. Property valuations are done every three years by Quotable Value but these are only indicative. Realisable value is influenced by the market, by maintenance of the fabric of the building and by potential usefulness to another user. Ensuring the appropriate upgrading and maintenance of the above properties is a major Trust Board responsibility, shared with Monthly Meetings.

Properties owned by the Trust are:

1. Waiheke Meeting House/Retreat Centre, 70 Palm Road, Palm Beach, Waiheke Island.
2. Mt Eden Meeting House, 113 Mt Eden Road, Auckland.
3. Auckland Friends Centre, 115 Mt Eden Road, Auckland.
4. Whanganui Meeting House, 256 Wicksteed St, Whanganui.
5. Palmerston North Meeting House, 227 College St, Palmerston North.
6. Wellington Meeting House and Quaker Centre, 7 Moncrieff St, Wellington.
7. George Fox House, 8 Moncrieff Street, Wellington.
8. Nelson Meeting House, 30 Nile Street, Nelson.
9. Dunedin Meeting House, 15 Park Street, Dunedin.

The Trust Board currently holds money received in consequence of earthquake damage to the Christchurch Meeting House.

## **Guidelines for the use of Trust Board funds**

The Board is responsible for the investment and administration of five funds:

- A1 The Meeting House Building Fund.**
- A2 The Joan Emory Bequest Fund.**
- A3 The Judith Child Bequest Fund.**
- A4 The Helen Benson Bequest Fund.**
- A5 The F.W. Woods Bequest Fund.**

The Board is also responsible for investment of money in two other funds:

### **B1 The Quaker Education Fund (QEF)**

The distribution of this fund is undertaken by the Quaker Education Fund Committee of Yearly Meeting. The Board is responsible for investment of QEF money, which includes the Margaret Caverhill Bequest and funds from the former School Trust Administration Committee.

### **B2 The Christchurch Meeting House Fund**

Insurance and land sale money (see Christchurch Monthly Meeting Minute 2, 5.8.12) from the property at 72 Cresswell Avenue is currently held pending a decision by Christchurch Monthly Meeting about a future permanent meeting venue.

## **A1 The Meeting House Building Fund**

This fund was established in 1957 with proceeds from the sale of properties in Nelson and the sale of the Wellington Hostel. It includes a contingency reserve of \$50,000 to cover unexpected emergencies. A review of the existing needs and fabric requirements for Meeting Houses is done at intervals, based on advice from an insurance broker about minimum standards required to avoid compromising any claims to insurance companies. The Board works with Meetings according to the priority list below in making appropriate upgradings and refurbishments.

### **Meeting House Building Fund Priority One**

- (a) Essential maintenance beyond the resources of the local Meeting, including:
  - structural repairs to foundations and subfloor structures;
  - replacement of electrical wiring installed earlier than 1965;
  - application of fire retardant materials on all internal walls;
  - maintenance of roofing, guttering and downpipes, drainage and plumbing including taps and cisterns;
  - painting of external walls, windows and doors;
  - insulation of ceilings, walls and floors where feasible and cost-effective (see also Joan Emory Bequest Fund below);
  - clear marking of fire exits;
  - installation of smoke alarms.
- (b) Disability access including:
  - building of ramps or level access to entry and internal doorways;
  - installation of a disability access toilet with handrails and buzzer to call for assistance;
  - provision where possible for car parking with level access to building entrance.

**While the Board expects local Meetings to make provision for Priority One work from their own resources, this is sometimes impossible, especially for smaller groups. Financial assistance in these circumstances would normally take the form of a grant, with no expectation of repayment.**



### **Meeting House Building Fund Priority Two**

Improvements that increase the useability and quality of Friends' Meeting Houses, both for Friends and for the community, including:

- upgrading or modification of existing rooms or buildings;
- provision of carpets and other floor coverings;
- provision of new buildings for the use of the Meeting;
- installation of an efficient heating system;
- provision of window coverings to improve insulation;
- provision of adequate lighting.

**Assistance in this category would be in the form of an interest-free loan to be repaid by manageable instalments or lump sum.**

### **Meeting House Building Fund Priority Three**

Financial needs created by changes to by-laws or building codes or other new compliance requirements.

Meetings will be expected to have considered the earthquake risk to Meeting Houses and other buildings. Measures that are easily and cheaply achieved should be undertaken as a matter of urgency and may be considered for inclusion in Priority One.

More expensive and/or structural needs will be a matter for advice and discussion. Local authority bylaws may require specific actions or responses. In this case financial assistance would be a "one off" contribution made in a way that is appropriate to the circumstances.

**As the Meeting House Fund stands at present, the Board's ability to assist with major works is very limited.**

## **A2 The Joan Emery Bequest Fund**

This fund was set up with Joan Emery Bequest money donated by Waikato/Hauraki Monthly Meeting. Minute 15 of the May 2010 Trust Board meeting states that both capital and interest should be used as soon as possible.

### **Joan Emery Bequest Fund Priority One**

Improvements, maintenance and repairs to increase the energy efficiency and eco-friendliness of Meeting Houses and other Monthly Meeting buildings e.g. by:

- insulation;
- double glazing;
- more efficient heating;
- solar water heating.

### **Joan Emery Bequest Fund Priority Two**

Improvement of access, including access for those with disabilities.

### **Joan Emery Bequest Fund Priority Three**

General maintenance and repairs.

**Funding from this bequest is in the form of grants with no repayment expected.**

## **A3 The Judith Child Bequest Fund**

There are no specific directions for use of this fund. Minute 15 of the May 2010 Trust Board meeting states that both capital and interest should be budgeted for use over about 5 years.

#### **A4 The Helen Benson Bequest Fund**

This money was bequeathed to provide income to the Trust and to Dunedin Monthly Meeting. Interest on the capital is split between the two on an annual basis.

#### **A5 The F. W. Woods Bequest Fund**

Fred Woods left specific requirements for spending the money on Meeting House facilities north of Taupo and not in a metropolitan centre.

### **Investment policy**

At present all substantial financial assets are invested in the Quaker Investment Ethical Trust (QIET), Kiwibank and the TSB Bank.

#### **Extract from the Trustee Act 1956 relevant to investment policy**

*Section 13E Without limiting the matters that a Trustee may take into account, a Trustee exercising any power of investment may have regard to the following matters so far as they are appropriate to the circumstances of the trust:*

- (a) The desirability of diversifying trust investments.*
- (b) The nature of existing trust investments and other trust property.*
- (c) The need to maintain the real value of the capital or income of the trust.*
- (d) The risk of capital loss or depreciation.*
- (e) The potential for capital appreciation.*
- (f) The likely income return.*
- (g) The length of the term of the proposed investment.*
- (h) The probable duration of the trust.*
- (i) The marketability of the proposed investment during, and on the determination of, the term of the proposed investment.*
- (j) The aggregate value of the trust estate.*
- (k) The effect of the proposed investment to the tax liability of the trust.*
- (l) The likelihood of inflation affecting the value of the proposed investment or other trust property.*

The Trustee Act will override provisions in the Trust Deed if there is a conflict between them.

### **Appendix A: Legislative requirements of Trustees**

*The following are extracts from and references to the relevant legislation to which all trusts are subject: while some of the language may seem alien to us as Friends, it is included to provide Trustees with an overall sense of our obligations.*

**Extract from ‘Responsibilities of Trustees’ from the “keeping it legal resource kit”,** produced by the Office for the Community and Voluntary Sector, and the Social Development Partners (formerly New Zealand Federation of Voluntary Welfare Organisations). (See also <http://keepingitlegal.net.nz/>):

## **Duties of Trustees**

Whether or not they are also subject to the Charitable Trusts Act 1957 as a charitable trust board, it's vital that the Trustees of a trust are well informed about the duties imposed on them by the common law and the Trustee Act 1957. These duties require Trustees to:

- keep accurate accounts of trust property
- invest money held on trust
- be impartial towards beneficiaries (unless the trust deed provides otherwise)
- act only for the benefit of the trust, consistently with the trust rules and powers
- act unanimously in making decisions about trust property, unless the trust deed allows majority decisions (however, in trusts of a public or charitable nature, the majority of Trustees may, as a rule, bind the minority)
- act personally and not delegate responsibilities, unless the trust deed explicitly allows this (recognising that Trustees may need expert advice)
- exercise due diligence (reasonable care) and prudence in managing the trust
- be familiar with the terms of the trust deed, with the trust property and with the actions of previous Trustees
- adhere strictly to the trust deed, unless the trust deed itself permits the Trustees to *vary* it, the Court varies it, or the beneficiaries agree to a variation
- not be in a position of conflict of interest.

## **Duties and liabilities of Trustees and officers of charitable trust boards**

The Charitable Trusts Act 1957 does not impose any general duties on the Trustees or officers of a board. The Trustees or officers are in a similar position to company directors and owe duties to the board in the same way as directors owe duties to the company. These duties are to:

- act in good faith and according to the rules of the board
- exercise their powers for a proper purpose and with reasonable care
- not cause, allow or agree to the board's affairs being carried out in a way that creates a substantial risk of loss to the board's creditors
- not agree to the board incurring an obligation unless there are reasonable grounds for believing the board will be able to perform it when required
- not make any unauthorised personal pecuniary gain from their position as officer of the board or make any unauthorised use of confidential information.

## **Websites for additional information**

The following are links to websites for relevant authorities. New Trustees are encouraged to look at some of these websites to fully understand their roles and responsibilities.

Trustee Act: <http://www.howtolaw.co.nz/html/ml275.asp>

New Zealand Federation of Voluntary Welfare Organisations and the Office for the Community and Voluntary Sector: <http://keepingitlegal.net.nz/>

Charities Commission: <http://www.charities.govt.nz/>

## **Appendix B: Job Descriptions**

### **Religious Society of Friends Aotearoa New Zealand Trust Board**

#### **Board functions**

The Board is an incorporated charitable trust whose function is to hold property in its name in Trust for Friends. Although Yearly Meeting and Monthly Meetings can hold bank accounts and term investments, they are not legally entitled to hold land, mortgages, Government or local body stock. The Trust operates according to objects and rules set out in a Trust Deed. The rules may be amended by Yearly Meeting.

The assets held by the Board are:

- 1 All Friends Meeting Houses and associated properties. There is an appropriate Deed of Trust for each property.
- 2 Bank accounts, investments, former School Trust moneys and Government stock, representing the Meeting House Building Fund and bequests to the Religious Society of Friends in Aotearoa/New Zealand.

#### **TRUSTEES**

##### **Appointments**

Yearly Meeting appoints Trustees (not less than six nor more than fourteen) as Board members, and identifies one of the Trustees as Secretary. The Board appoints a Treasurer from among its members. The positions of Secretary and Treasurer do not rotate among Board members. While the Trust Deed does not limit the periods of service of Board members, nor of the Secretary or Treasurer, the normal practice is for Yearly Meeting to make appointments for a term of three years with the possibility of renomination for a second term. After this there would be a break of at least three years before a Friend is eligible for re-appointment.

##### **Requirements**

- Trustees must be members of the Religious Society of Friends, active in their local meeting and interested in and aware of the activities of Yearly Meeting.
- Trustees should either be conversant with trusts and their administration or willing to learn about the essential details.
- Trustees must have access to telephone and email.
- Trustees should be willing to participate in an annual Board meeting which is usually held in conjunction with Yearly Meeting.

##### **Board processes and other considerations**

- A Board member acts as a Trustee in his/her own right. Board members do not represent their local areas or Monthly Meetings although they may keep local Meetings informed and may consult other Friends or others with expert knowledge for information, though only the Board makes the decisions.
- Outside the annual face-to-face meeting, the work of the Trust is done by distance communication including email, ordinary mail or telephone conference.. Because this makes the proper process of Quaker decision-making impossible, and any decision-making difficult, Trustees must be prepared to respect the motives and abilities of other Trustees. The Trust Deed makes provision for a minute signed by threequarters of the Trustees to have the same effect as a minute made in a Board meeting.
- Approved out of pocket expenses will be paid to Board members and the Secretary.
- Trustees have particular responsibilities laid down by the Charities Commission and the Trustees Act. The handbook for Trust Board members outlines these and other requirements. Copies of the handbook are held by Trustees and by Monthly Meetings.
- The maintenance needs of all Meeting Houses are reviewed at intervals. The Board is working systematically with Meetings to see that appropriate upgrading and refurbishment is undertaken.
- Receipt, investment and use of bequests have become a major part of the Board's work. Some bequests carry clear directions, others require considerable discernment.

##### **Expectations of Trustees**

- Familiarity with the terms of the Trust Deed.
- Action in the interests of the Religious Society of Friends as a whole rather than in personal interests.

- Willingness to request or otherwise obtain the information needed before decisions are made.
- Care in seeing that all reporting, financial and otherwise, is accurate and not misleading.
- Awareness of legislation relevant to the Religious Society of Friends. Trustees have a "duty of care" and can be charged with gross negligence or "reckless trading" if the Board fails to comply with relevant laws.
- Attendance at Board meetings. Formal apologies must be submitted if it is impossible to be present.
- Willingness to make informed and constructive contributions to decision-making.
- Willingness to undertake specific tasks e.g. participation in working groups in order to assist Board decisions.
- Confidentiality in appropriate matters.
- Acceptance of collective responsibility for all decisions.
- Prompt response to correspondence (within one week unless otherwise specified). Agreed minutes must be signed and posted onwards within the agreed time frame.
- Willingness to let the secretary know in advance of any plans to be out of touch for more than two weeks.
- Production of receipts for reimbursement of approved out-of-pocket expenses.
- Understanding that the Board cannot be committed to any expense (e.g. for commissioning external advice) without its authority.

### **Time required**

Variable. May be up to two hours a week; more if a specific task is undertaken on behalf of the Board.

## **SECRETARY (ADDITIONAL TO OTHER TRUSTEES)**

### **Regular tasks**

- Recording and circulation of minutes of Board proceedings.
- Timely notification of all Board members about date, time and place of meetings.
- Preparation and circulation of the agenda for each meeting.
- Holding of the Common Seal of the Board and overseeing its use in accordance with the Trust Deed.
- Facilitation of decision-making by Board members.
- Drafting of resolutions, reports and documents for consideration by Board members.
- Instruction of the Board's Solicitor.
- Ensuring that Trustees are aware of external requirements, conditions attached to bequests, relevant minutes of Yearly Meeting, and other matters which could influence Board decisions.
- Keeping Yearly Meeting Clerk(s) informed of Board decisions and other matters.
- Reporting annually to Yearly Meeting.
- Seeking appropriate advice and assistance, including legal and financial advice when appropriate, including legal and financial advice when appropriate.

### **Requirements**

- Ability to understand a trust deed and its implications.
- Access to computer, email and telephone.
- Some experience in clerking a meeting.

### **Time involved**

This depends on the nature of business currently under consideration by the Board. Usually up to three hours a week, more in relation to Board meetings, annual reports etc.

## **TREASURER (ADDITIONAL TO OTHER TRUSTEES)**

- Making sure that cheques are signed in accordance with requirements of the Trust Deed.
- Keeping financial records throughout the year; preparing annual accounts and submitting them for financial assurance.
- Giving instructions to banks and any other entities that hold Board funds.

September 2013



# Certificate of Registration

## Religious Society of Friends Aotearoa New Zealand Trust Board

This is to certify that Religious Society of Friends Aotearoa New Zealand Trust Board was registered as a charitable entity under the Charities Act 2005 on 18 June 2008.

Registration number: CC26122

Sid Ashton  
Chair

Trevor Garrett  
Chief Executive