

## 10. APPOINTMENT OF REPLACEMENT MEMBER OF CANTERBURY MUSEUM TRUST BOARD



<b>General Manager responsible:</b>	General Manager Regulation & Democracy Services, DDI 941-8549
<b>Officer responsible:</b>	Secretariat Manager
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### PURPOSE OF REPORT

1. The purpose of this report is to seek the appointment of a replacement member of the Canterbury Museum Trust Board, to fill a vacancy created by the recent resignation of Councillor Pat Harrow.

### EXECUTIVE SUMMARY

2. The Christchurch City Council appoints four members of the Canterbury Museum Trust Board. Prior to Councillor Harrow's resignation, the Council's four representatives comprised:

The Mayor  
Helen Broughton  
Councillor Graham Condon  
Councillor Pat Harrow

3. As a result of Councillor Harrow's resignation, it will be necessary for the Council to appoint another representative in his place. The Council's representative is not required to be an elected member.

### REQUIREMENTS OF POSITION ON THE TRUST BOARD

4. The Canterbury Museum Trust Board Act 1993 entitles the Christchurch City Council to appoint four persons to the Canterbury Museum Trust Board.
5. As a guide to appointing organisations, the Trust Board previously provided the following description of the requirements of a position on the Trust Board, so that potential candidates could judge if the position is one with which they would feel comfortable:

#### *Demands of the Role*

*The Trust Board meets monthly from 11am to 2pm on the first Tuesday of each month. Currently, there is a formal Board meeting every two months, alternating with group visits, which allow members to learn the activities that take place in the Museum, and to be updated on any issues arising. The Museum's 'business' is complex, and these visits are very useful in keeping Trustees fully informed.*

*In addition, there are subcommittees of the Board. These meet on average every two months, but may need to meet more often if specific issues arise.*

*Reading and preparation for the meetings ranges from 1-2 hours, and Board members are expected to arrive at meetings with all papers read.*

*For the Board to function well, it is essential that the Trustees be prepared to meet the above demands, which are not overly arduous. Members may be prevented by competing demands from attending every meeting, but should be at the majority of meetings.*

*From time to time, there are functions: openings, launches, markings of specific anniversaries and the like. These tend to happen only three or four times per year and, although Trustee attendance is not required, we like to encourage support from Trustees.*

#### *Qualities of Trustees*

*These are listed in no particular order, although the first one is the single most important quality a Trustee needs.*

- *The understanding that the primary responsibility of a Trustee is to the Museum rather than to the appointing organisation*
- *An understanding of, and commitment to, the role of a Museum in its community*
- *The ability to represent the views of the body the Trustee is representing*
- *A willingness to get to know the business of the Museum*
- *Integrity, respect for confidentiality and good common sense.*

#### *Suggested Competencies*

*The following is a list of competencies desired around the Board table. The first group of competencies is crucial, and Trustees should be prepared to undergo training if they do not have these competencies at the time of joining the Board.*

*In the second group, not every Trustee needs to have all of these qualities, but it would be desirable for each Trustee to have a reasonable number of them.*

1. *Core competencies*
  - *Financial literacy: ability to interpret financial statements and statistical information, such as balance sheet and profit and loss statements*
  - *Knowledge of legal requirements of Board membership: conflicts of interest, confidentiality and liability issues*
  - *Ability to distinguish between governance and management roles*
  - *Understanding of the principle of collective responsibility: that once a majority decision has been taken by the Board, all Trustees must support that decision*
  - *Ability to work harmoniously in a team, to recognise and value the contributions of other Board members in a diplomatic manner.*
  
2. *Other competencies*
  - *Ability to see the wide perspective and think strategically*
  - *Organisational and structural awareness*
  - *Critical faculty: ability to probe facts, challenge assumptions, identify drawbacks and advantages of proposals*
  - *Honesty and willingness to be accountable*
  - *Awareness of the obligations placed on the Museum as a statutory body under the Treaty of Waitangi*
  - *Bi-cultural awareness*
  - *Multi-cultural awareness*
  - *Awareness of major external influences on the Museum and environment including political, economic, social and technological issues*
  - *Special knowledge: Awareness of any strategic, cultural or other issues that may impact on the particular operation of the Museum*
  - *Understanding of the community's expectations.*

*This is a very satisfying Board to belong to. The work of the Museum is fascinating, and the Director and his team provide excellent support to the Board. The Museum is just moving into an exciting phase of its history, as it embarks upon a major revitalisation project as part of its long-term strategic plan. There will be plenty of challenges and satisfaction over the next Board term.*

#### **FINANCIAL AND LEGAL CONSIDERATIONS**

6. The appointment of four representatives is a requirement of the Canterbury Museum Trust Board Act 1993. The appointment of a replacement member by the Christchurch City Council will have no financial implications, as Councillors attending Trust Board meetings receive no additional remuneration apart from their normal Councillor's salary.

#### **STAFF RECOMMENDATION**

It is recommended that another Councillor be appointed to fill the vacancy on the Canterbury Museum Trust Board created by the resignation of Councillor Harrow.