



## **HUB Governance Group Member**

### **Position Description**

The Kapiti Women's Centre (KWC) was formed in 1988 by a group of women who were inspired and motivated to support the women of Kapiti. The centre runs as a collective.

A wide range of services are offered at KWC and are provided by a team of dedicated and caring volunteer and paid workers. The Centre provides Women's Refuge service in Kapiti and counselling services.

HUB who oversee the direction of the Centre and a myriad of supporters who care about women in our community and wish to contribute their skills to make a difference to the women on the Kapiti Coast. Membership of the collective is open to all women of the Kapiti community.

### **The Philosophy of KWC**

- We believe women have the right to equal status and opportunity in all areas of their lives.
- We believe women's health encompasses emotional, physical and spiritual well-being.
- We believe women have the right to any information which empowers them to recognise and exercise choice.
- We believe that it is not possible to view women's health in isolation from social conditions.
- We believe women are health consumer with power and rights.
- We believe women are responsible for lobbying at all levels for favourable changes in attitude towards women and their health needs.

### **Aims and Objectives**

- To provide an easily accessible information centre open to all women in the Kapiti community, covering all aspects of women's health and well-being and to do so in a respectful and appropriate manner.
- To empower, support and listen to the needs of women and their children.
- To provide a safe meeting place for women and children.
- To provide learning opportunities through information, workshops, seminars, hui, courses, companionship, counselling, individual and group support.

- To raise awareness of social and political issues affecting women in the community and where appropriate support, empower and/or advocate for change.
- To establish and maintain community links for mutual support and the sharing of resources.
- To acknowledge the aspiration of tangata whenua that are contained and articulated within the articles of te Tiriti o Waitangi.

## **HUB Governance Group**

Within the Collective, HUB members have the responsibility for providing good governance for the Collective. This means HUB members will contribute to and take responsibility for guiding the collective in:

- Forward planning, strategy development and goal setting – this is a collective responsibility - for the organisation
- Strategic and governance Policy formulation
- Reporting and accountability to the collective public and major funders, including an annual audit and the holding of an AGM
- Ensuring KWC complies with all applicable laws, regulations and policies
- Work with the collective to -identify the desired behaviours and culture of KWC and work within this model
- Identifying and managing risk
- Oversight of management of the Centre's resources, both monetary and other
- The appointment, monitoring and evaluation of the Centre Manager
- Providing support to the Centre Manager
- Undertaking regular evaluations of HUB performance.

In doing so, HUB respects its role as part of the Collective and commits to discussing any matters and decisions that impact on the wider Collective, with the Collective.

HUB members commit to the following responsibilities, namely to:

- Abide by KWC's Code of Conduct
- Work within the collective practices and procedures and contractual obligations of the KWC
- Regularly attend all HUB meetings and the AGM and participate in collective activities
- Make an effective contribution to the group, i.e., undertake work as required; serve on committees; participate in discussions and decision-making processes; facilitate meetings
- Take responsibility for being informed about KWC policies, services, aims, philosophy and mission statement

- Maintain strict confidentiality regarding all matters relating to the Centre and its management
- Disclose any conflicts of interest and act in good faith towards the group and the Centre at all times
- Agree to police vetting and to disclose any criminal conviction.

## **Required Skills**

HUB members are required to have the following skills and experience:

### **Core governance skills and experience**

- Financially literate: able to read, interpret, and question financial accounts.
- Clear Understanding of the legal frameworks and compliance of governance
- Ability to think strategically.
- Ability to identify risk and opportunities.
- Ability to work within a team environment and kaupapa of KWCoF collectivism and consensus decision making.

The governance group specifically seeks new members with **an understanding of Te Tiriti o Waitangi and Kaupapa Māori services.**

New members with strong connections to **Pacific communities** in the Kapiti region are also being sought.

### **Desirable skills and experience are:**

- Business and service development
- Understanding of community service providing and government contracting
- Strategic HR and people leadership
- Competency with digital tools

### **Governance groups members will need to show their commitment to:**

- The philosophy of the Kapiti Women's Centre
- The aims and objectives of the Kapiti Women's Centre
- Collective decision making
- Building strong relationships with other collective members and stakeholders
- Volunteering an average of 16 hours per month