



## **Nominations Open for CHA Council 2015/16**

Community Housing Aotearoa (CHA) is seeking to elect up to four Council members at the 21 October 2015 AGM. The CHA Constitution, updated in October 2013, provides for a maximum of five elected Council seats. In addition there is one appointed seat reserved for Te Matapihi and up to an additional three appointments may be made by the Council.

To stand for election to Council, you must belong to an organisation which is a Full member of Community Housing Aotearoa, with paid membership for the current financial year (1 July 2015– 30 June 2016). The people who nominate and second your nomination must also belong to a member organisation. Only Full Members of Community Housing Aotearoa can vote on the nomination.

**This election for Council is to be held during the 2015 Annual General Meeting, to be held on 21 October 2015 at 6pm, in Wellington.**

**Completed nomination forms are due by Friday 2 October 2015, by email to [director@communityhousing.org.nz](mailto:director@communityhousing.org.nz)**

**CHA will distribute to all members the slate of candidates by Friday 9 October.**

The Council is comprised of sector leaders, usually the CEO / COO / Senior Manager, or the Chair or a Trustee. We are looking for people who have a vision for what the sector can grow to become, and a passion for working collaboratively to see that vision through to reality.

For 2015-16, the Council is comprised of the following team from listed member organisations, who are fulfilling the second year of their term:

Allan Pollard	Trust House
Moira Lawler	Lifewise
Garry Moore	Christchurch Community Housing Trust

The following current members have completed the second year of their terms:

Warren Jack (Co-Chair)	Habitat for Humanity Greater Auckland
Keith Preston (Treasurer)	Nelson Tasman Housing Trust
Julie Nelson (Co-Chair)	Keys Social Housing / Wise Group
David Cole	Queenstown Lakes Community Housing Trust
Rau Hoskins	Te Matapihi

Keith Preston and David Cole have indicated they will not be able to continue due to completing their terms with their member organisations.

Should more than four nominations be received, then all nominations shall be put to the AGM for a vote, with the nominations receiving the most votes being confirmed to the Council.

The rules governing voting and Council membership are contained in the CHA Constitution. This can be reviewed in full on the CHA website. The relevant Sections regarding the voting procedures to be followed are copied below for your convenience:

- 11.10 The right to vote shall be exercised in person or by proxy or alternatively a signed vote shall be received by the Society's registered office by mail or email 24 hours before the said General Meeting. Voting shall be by a show of hands and will include any mail or email received within the acceptable timeframe from a Full Member except where exceptions are provided for in this Constitution.
- 11.11 Written notification of a proxy must be delivered to the registered office of Community Housing Aotearoa for the proxy to be recognised. The notice shall be signed or under seal if the Member is a corporation, by the Member or a solicitor authorised by the Member.
- 11.12 Notice of the proxy must be delivered not less than 24 hours before the time of the General Meeting at which the proxy will vote on behalf of the Member.
- 11.13 Any proxy given by a Member who is overseas shall be valid for up to one year, unless it is revoked sooner by Written Notice delivered to the registered office of Community Housing Aotearoa. The revocation will take effect from the date it is received by Community Housing Aotearoa or by the date specified in the notice of revocation, whichever is later.

To comply with these requirements for proxy or mail/email voting, CHA must receive your proxy information or your mail/email vote by 20 October at 5pm. If submitting by email, please send them to [support@communityhousing.org.nz](mailto:support@communityhousing.org.nz)

The Constitution sets out the following regarding the Council membership:

- 13.1 The Council shall consist of no less than six and no more than nine full members, including the Chairperson. Of the up to nine Council members, one shall be appointed by Te Matapihi as of right. Of the other eight Council members, up to five are elected by Full Member organisations at an AGM and up to three can be appointed by Council on the basis of the skill sets and experience they bring to Council as per Sections 11.16 and 11.17
- 13.2 All Council members are elected for a two year term
- 13.3 The maximum period in office for each Council member is three consecutive terms.
- 13.4 It is intended that Council members be elected at an AGM for a period of two years each. At every AGM each Council member who will be completing 2 years' service since their election shall retire by rotation (and be eligible for re-election) up to maximum of three consecutive terms. A Council member is eligible to stand again for election after a gap of one year following a six-year period on the Council.
- 13.5 It is noted that the intention of 13.2 through 13.4 is to rotate Council to ensure both change and consistency. Council members and Full Members who are voting at meetings will be encouraged to keep this intention in mind.

## Nomination Form

### 2015/2016 Community Housing Aotearoa (CHA) National Council

Due by Friday 2 October 2015 to [director@communityhousing.org.nz](mailto:director@communityhousing.org.nz)

I \_\_\_\_\_ am standing for the CHA National Council.

Member Organisation: \_\_\_\_\_

Nominated by: (name and organisation)

Seconded by: (name and organisation)

By signing below I confirm that I am an employee/trustee/director (circle one) of \_\_\_\_\_ which is a Full Member of Community Housing Aotearoa for the fiscal year of 1 July 2015 – 30 June 2016.

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(name, signature, date)

### **Please provide a photo and a short background on yourself -**

- 1. Outline of involvement in community housing sector.**
- 2. Short biography:** *(Maximum of three short paragraphs)*
- 3. Key Skills:** *(List up to six areas of expertise you offer which are relevant to a national governance role)*
- 4. Other governance positions held** *(include year held)*
- 5. Election statement to members** *(no more than two sentences)*

The photo and background info will be collated onto a slate of candidates and distributed by email to the CHA membership from 9 October 2015.

# Council Member for Community Housing Aotearoa

## Job Description

### Accountabilities:

1. Agree and champion the vision, strategic direction and key objectives for CHA.
2. Monitoring the implementation of planning and policy decisions to ensure alignment with CHA's strategic direction and key objectives.
3. Ensuring that CHA's services are effective and relevant to its members.
4. Regularly attends Council meetings and important related meetings.
5. Makes serious commitment to participate actively in Council work.
6. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
7. Stays informed about Council matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.

### Key tasks:

1. Promoting Community Housing Aotearoa, its vision and operations through available networks, inspiring confidence in its services and maintaining approval and credibility for CHA in the community/voluntary sector, local and central government and private sectors.
2. Initiating and/or supporting collaborations with other organisations (from all sectors) to further community housing.
3. Reviewing, modifying and approving annual strategic and business plans (both high level direction and measurable objectives) prepared by the management team, including the annual budget, and ensuring that these are consistent with CHA's vision and aims.
4. Monitoring the achievement of CHA's key objectives, firstly by ensuring appropriate measurement and performance reporting is available, and secondly by keeping well informed of reported results.
5. Determine the priorities and policies of CHA.
6. Build a collegial working relationship that contribute to consensus.

**Functional Relationships:** Council members are responsible to the Co-Chairs of the Council and will not in normal circumstances be involved in the day-to-day management of CHA. Access to management information must be through the Co-Chairs or nominees at all times.

**Resources:** CHA will provide a administrative support required to facilitate the smooth functioning of the Council.

**Time Commitment:** There will be approximately four face to face meetings of a full day and one strategic planning session per year. Additional time is required for preparing for meetings, reviewing plans and reports, responding to requests for advice, attendance at functions and events and other assistance which is within the scope of Council members responsibilities set out above.

**Reimbursement:** Travel is paid by Community Housing Aotearoa. Other expenses are reimbursed on presentation of receipts accompanied by a completed CHA Expenses Claim form.

**Council terms:** CHA Council members will serve a two-year term to be eligible for re-election for two additional terms, up to a maximum of six consecutive years. A one year gap is required after 6 years.