



<b>Role Title</b>	<b>Executive Advisor</b>
<b>Reports To</b>	Board of Trustees; Chairperson
<b>Rate</b>	Voluntary
<b>Hours</b>	10–15 hours per month
<b>Location</b>	Anywhere in Aotearoa New Zealand
<b>Approved By</b>	Chairperson
<b>Date</b>	November 2022

### Role Purpose

Executive Advisors take on the role of Trustees on the Board alongside our Youth Trustees. They are responsible for the governance and stewardship of InsideOUT Kōaro. Trustees oversee our vision, set our strategy, make governance-based decisions, contribute to financial planning, support employment decisions, and ensure legal and regulatory compliance.

In addition to their Trustee responsibilities, Executive Advisors are expected to support and mentor the Youth Trustees. Utilising their skills and experiences, Executive Advisors will build the capacity of the Board and support Youth Trustees in becoming effective leaders. They may bring expertise to the Board that Youth Trustees may not yet have, for example, governance experience, legal expertise, or financial management skills.

## InsideOUT Kōaro's Vision and Mission

### Our Vision

- All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

### Our Mission

- To work with youth, whānau, schools, community groups, youth services, government agencies, and other relevant organisations to provide safer schools and communities for rainbow young people.
- To foster the building and provision of resources, education, information, hui, and relevant tools which work to improve the health, wellbeing, and safety of rainbow young people.

### Main Duties / Responsibilities

Work Area	Key Deliverables
<b>Strategic Governance</b>	<ul style="list-style-type: none"> <li>● Set and maintain the vision, mission, and values of the organisation;</li> <li>● Develop the strategy and annual plan; and</li> <li>● Identity, manage, and mitigate risks to the organisation.</li> </ul>
<b>Oversight and Monitoring</b>	<ul style="list-style-type: none"> <li>● Ensure moral and legal compliance and accountability with relevant guidelines, legislation and regulations;</li> <li>● Establish and monitor relevant policies and procedures;</li> <li>● Ensure that the organisation's employment and human resources systems and processes are in place and robust;</li> <li>● Support employment decisions and processes where needed;</li> <li>● Hire the Managing Director, determine performance standards, and evaluate their performance on a regular basis.</li> </ul>
<b>Trustee Conduct</b>	<ul style="list-style-type: none"> <li>● Uphold the Board Charter and Code of Conduct;</li> <li>● Utilise development opportunities when available; and</li> <li>● Serve as an ambassador for InsideOUT Kōaro, promoting and working to protect the reputation of the charity.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>● Maintain proper fiscal oversight;</li> <li>● Monitor the financial position of the organisation;</li> <li>● Ensure the financial sustainability and stability of the organisation; and</li> <li>● Approve the annual budget and expenditure in line with financial delegations.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>● Uphold a commitment to Te Tiriti o Waitangi;</li> <li>● Support the organisation to honour Te Tiriti o Waitangi; and</li> <li>● Take part in training, meetings and other tasks related to upholding a commitment to Te Tiriti o Waitangi where possible.</li> </ul>
<b>Executive Advisor</b>	<ul style="list-style-type: none"> <li>● Provide guidance and knowledge to the Youth Trustees and the Managing Director;</li> <li>● Act as tuākana to the Youth Trustees and provide the skill sets and experience that someone age 27 or under may not have yet; and</li> <li>● Foster the youth-focused kaupapa of InsideOUT Kōaro by prioritising youth voices and decision-making.</li> </ul>
<b>Board Meetings</b>	<ul style="list-style-type: none"> <li>● Regularly attend Board meetings;</li> <li>● Prepare for and actively participate in discussions and decision-making during Board meetings;</li> <li>● Respond to Board emails within a reasonable timeframe;</li> <li>● Sit on committees where relevant; and</li> <li>● Attend occasional additional meetings as needed (e.g., annual planning meetings, organisation training, mihi whakatau, etc.).</li> </ul>

### Skills and Experience

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>● An understanding of the experiences of rainbow and takatāpui young people in Aotearoa;</li> <li>● A connection to rainbow and takatāpui communities;</li> <li>● Good interpersonal and communication skills;</li> <li>● Strong abilities in time management and self-motivation;</li> <li>● Strategic thinking;</li> <li>● Computer literacy; and</li> <li>● Skills or experience in <u>at least one</u> of the following areas:                         <ul style="list-style-type: none"> <li>○ financial management;</li> <li>○ legal expertise;</li> <li>○ human resources;</li> <li>○ not-for-profit / NGO management; or</li> <li>○ fundraising.</li> </ul> </li> </ul>
<p><b>Desired / Preferred</b></p>	<ul style="list-style-type: none"> <li>● Previous governance experience, particularly NGO governance (highly preferred but not essential if other essential skills and experience are present);</li> <li>● Knowledge of the rainbow and education sectors;</li> <li>● Financial literacy;</li> <li>● Additional skills or experience in any of the following areas:                         <ul style="list-style-type: none"> <li>○ financial management;</li> <li>○ legal expertise;</li> <li>○ human resources;</li> <li>○ not-for-profit / NGO management; or</li> <li>○ fundraising.</li> </ul> </li> </ul>

### Capabilities and Competencies

<p><b>Judgement and Decision-Making</b></p>	<p>Trustees engage in sound decision-making that considers options and likely consequences and can be made in a timely manner or with regard to urgent matters.</p>
<p><b>Strategic (or system) thinking</b></p>	<p>Trustees have the ability to understand the position of InsideOUT in the wider system, the challenges faced by rainbow and takatāpui communities, and the role of InsideOUT in utilising high-impact opportunities to benefit rainbow and takatāpui communities.</p>
<p><b>Alignment with organisational values</b></p>	<p>Trustees have, or be willing to gain, a strong understanding of InsideOUT’s vision, mission, and values and hold these while guiding the work of the Board and staff.</p>
<p><b>Integrity and Professionalism</b></p>	<p>Trustees act honestly in accordance with moral or ethical principles and their conduct must be guided by professionalism.</p>
<p><b>Adaptability and Awareness</b></p>	<p>Trustees are committed to their own development and engage in self-reflection to adapt and improve their own performance.</p>