



## **Diocese of Dunedin Boards Trustees Orientation Information**

Thank you for your willingness to become a Trustee of one of the several Boards that operate within the umbrella of the Anglican Church in Otago and Southland.

This brief document provides a wider overview of the Diocese of Dunedin and where your Board fits into the bigger whole. It contains hyperlinks to information to help make you more familiar with how things work – please talk to your Board contact person if you need to have any of this material printed out for you or shared another way. The information in this document is also available on our website:

<https://www.calledsouth.org.nz/organisations/> (scroll to the bottom of the webpage).

You will be asked to complete two forms and submit a Curriculum Vitae (CV) as part of your application to be a Trustee. These will be reviewed by the Diocese of Dunedin Trusts Board, which is made up of Diocesan Council (Diocese of Dunedin Standing Committee) members.

Part of the [application form](#) asks you to obtain a signature from your local Priest or Vicar. This is an opportunity to talk to someone who can tell you more about the church and about your reasons you would like to serve in a Diocese of Dunedin organisation Board. If you have difficulty identifying anyone to talk to, we can help put you in touch with someone: please contact the Diocesan Registrar: [registrar@calledsouth.org.nz](mailto:registrar@calledsouth.org.nz) or phone **03 488 0821**

A member of your particular Board will be offering you an induction process to help you become familiar with what they do and how they operate.

### **Background to the Diocese of Dunedin**

[Overview of the Diocese of Dunedin](#) which also includes our Mission Statement and an Organisational Chart.

### **Statutory Requirements**

For applications to be a Trustee for any Boards that operate under the Diocese of Dunedin, please include: [Application form to the Diocese of Dunedin Trusts Board](#) (the Board which appoints members onto Diocesan Organisation Boards or Trusts), [Charities Declaration](#) and [Declaration of Adherence for Trust Boards](#). Please talk to the Chair of your Board if there is anything that needs further explanation. **Appendix 1** has a summary of what the appointment rules are for the various Trusts associated with the Diocese of Dunedin.



Some Boards (Earl Street Charitable Trust and St Hilda's Board of Proprietors) have a proportion of Board members appointed by the Dunedin Diocesan Trust Board (DDTB) who have a separate application form: [DDTB Appointee Application Form](#). Applications to the DDTB also require the Charities Declaration and Declaration of Adherence for Trusts Boards. The DDTB is the body that holds all buildings and properties in trust for the Diocese of Dunedin.

The **application forms** are designed to give the **Diocese of Dunedin Trusts Board** (comprised of elected Diocesan Council members who make the majority of appointments to Boards on behalf of the wider church) and the **DDTB** information about you and what you can bring to your role. We also require the application form to be submitted by any existing board members who want to apply for a further appointment. Please note that Trustee appointments for Leslie Groves and North Otago Anglican Homes do not come via the Trusts Board (they have their own appointment bodies and application process). **Appendix 1** also outlines other categories of appointment that various Boards make.

**Please note, both declarations (Charities and Adherence) are required of all members of all Boards so that you can be a legitimate Trustee in an Anglican based organisation.**

The Charities Act declaration is self-explanatory, but the Declaration of Adherence confirms that you are willing to come under the authority of the church as a Trustee. This is to fulfil the requirements under the Canons (rules) of the wider Anglican Church – see Anglican Church in Aotearoa-New Zealand Code of Canons Title F, [available here](#). Please take the time to look through this as it outlines the duties of Trustees in Canon III, including what is required by way of submitting reports and accounts to the Diocese of Dunedin Synod on an annual basis, plus for each board to establish a process for annual Performance Review for member Trustees (Canon III, clause 10.2).

It is not a requirement that you be a baptised/confirmed member of the Anglican church to sign the Declaration of Adherence, but if you apply via the Trusts Board we like to know what your involvement with the Church is and your understanding of the Christian faith.

## **Governance Resources**

- [Vestry and governance navigation in the Diocese of Dunedin](#) (with useful links to other valuable resources). Note particularly the effective meeting tips in the box on p7.
- [Diocese of Dunedin statutes](#) – these are the rules that govern the internal organisation of the Diocese of Dunedin. Boards have their own rules which you can look for in the [Charities Services website](#) by searching under their name or charity number, but they are also covered in the following specific statutes: **Statutes 17: [The Diocesan Institutions Statute, 1918 \(2006\)](#); 19. [The Selwyn College Statute, 2009](#); 20.**



[The St. Hilda's Collegiate School Statute 1980](#) and **38. [The Members of Boards and Committees Amendment Statute 2019](#)** (which refers to these other statutes and incorporates the Code of Canons Title F requirement for the Charities Declaration). The **Dunedin Diocesan Trust Board** is also controlled by [Statute 26 The Dunedin Diocesan Trust Board Statute](#).

- Have a look at our website for some other resources that will help: [Diocese of Dunedin Organisations](#) and our [Diocesan Office and Governance Resources](#) (which has a dropbox with other document you may find helpful).

### **Other Information**

Our [Year Books](#) give an outline of the most recent history of the Diocese, including annual reports for the organisation you are working with in your governance role.

We are grateful for your willingness to serve our various Boards as Trustees. If you have any questions, please contact me at **03 488 0821**

**Andrew Metcalfe**  
Diocesan Registrar, [registrar@calledsouth.org.nz](mailto:registrar@calledsouth.org.nz)  
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**Appendix 1: Summary of Appointments made through the Diocese of Dunedin Trusts Board (Diocesan Council) and Dunedin Diocesan Trust Board (DDTB)**

Board Name + Length of terms	No. appointed by Trusts Board (Dio Council)	No. appointed by Dunedin Diocesan Trust Board (DDTB)
<b>Selwyn College Board of Governors</b> 3-year terms <i>Selwyn also appoint one from the Selwyn College Association (Alumni) for three years and the current Student President – 1 year term. The College Warden is also on the Board of Governors.</i>	Bishop 2 clergy 2 lay Up to 4 “specialist” appointments	None
<b>Anglican Family Care</b> 2-year terms	Bishop Up to 8	None
Dunedin Diocesan Trust Board 3-year terms	Up to 8 Numbered seats i.e. retire in rotation	None
<b>Earl Street Charitable Trust</b> 3-year terms <i>Earl Street also appoint two members nominated from the Wakatipu Parish Vestry</i>	2	2
<b>St Hilda’s Collegiate School Board of Proprietors.</b> 3-year terms <i>St Hilda’s also appoint representatives from the Parents and Friends (PFA) executive, Country reps and Old Girl’s Association reps.</i>	Bishop 3	3
<b>Takitimu Home Anglican Care Trust</b> 3-year terms (currently winding up)	Up to 8	None
<b>Parata Anglican Charitable Trust</b> 3-year terms	No less than 6 3-year terms	None
<b>Home of St Barnabas Trust</b> 3-year terms	Up to 8	None
<b>South Centre Anglican Care Trust</b> 3-year terms	4-8	None

Leslie Groves and North Otago Anglican Homes (NOAH) Trustees are appointed by their various governing bodies: St John’s Parish Roslyn (Leslie Groves) and the Vestries of St Lukes-Maheno and Waitaki-North Oamaru (NOAH).