



POLICY DOCUMENT

Executive Charter Policy

Organisation: Te Akatoki o Te Whare Wānanga of Waitaha (Māori Students' Association) Incorporated (Te Akatoki)

Issue Date: 25 August 2024

Review Date: August 2026

Version: 1

Approved by: Te Akatoki Executive

Approval date: TBC

Owner: Tumuaki, Te Akatoki

Purpose of the policy

The purpose of this policy is to clarify the roles and responsibilities of the Te Akatoki Advisory Board.

Definitions

“**Te Akatoki Executive**” and “**the Executive**” means the officers of Te Akatoki, equivalent to a Board of Directors.

“**UC**” means the University of Canterbury

“**UCSA**” means the University of Canterbury Students’ Association.

This policy applies to;

- all members of Te Akatoki
- all elected and coopted members of the Te Akatoki Executive
- the Te Akatoki Advisory Board
- any Te Akatoki member appointed to represent or act on behalf of Te Akatoki
- Third-party service providers and contractors to Te Akatoki
- UCSA or UC staff seconded to support Te Akatoki

Scope and context

The Te Akatoki Executive are the officers of Te Akatoki for the purposes of the Incorporated Societies Act 2022 and the Charities Act 2015.

This policy describes the role and responsibilities of the Te Akatoki Executive.

Policy principles

- **Transparency and Accountability:** This policy ensures clarity of roles and responsibilities of the Executive
- **Equity and Fairness:** The policy will be applied consistently and fairly
- **Ethical Conduct:** Members of the Executive and the Advisory Board are expected to act with integrity and in the best interests of Te Akatoki at all times, with any conflicts of interest disclosed and managed appropriately
- **Regular Review:** The policy will be reviewed periodically to ensure it remains relevant and effective, incorporating any changes in legal or regulatory requirements

Details of the policy

1. Membership

1. The Te Akatoki Constitution allows for a minimum of 8 members of the Executive
2. The Tumuaki, Tumuaki Tuarua, and other Executive members shall be appointed as per the Te Akatoki Constitution
3. The structure, powers, responsibilities, and remuneration of the Executive are also laid out in the Te Akatoki Constitution.

2. Responsibilities

1. The Executive has overall responsibility for the activities and affairs of Te Akatoki
2. Specifically, the Executive is responsible for:
 - a) Setting appropriate frameworks of governance and oversight of Te Akatoki;
 - b) Promoting ethical and responsible decisions;
 - c) Carefully considering recommendations from the Advisory Board in making decisions;
 - d) Forwarding recommendations for the appointment of auditors and the receiving of annual accounts to a General Meeting of Te Akatoki on an annual basis;
 - e) Engaging with taura Māori at the University of Canterbury to ensure a variety of student voices are heard on a range of issues;
 - f) Representing taura Māori on a variety of UC committees and in the wider community;
 - g) Providing taura-focused input, advice and feedback on activities undertaken by Te Akatoki;
 - h) Any activities or affairs that promote the purpose and objects of the organisation or other matters that may fall on them from time to time;
 - i) Promoting the success of Te Akatoki in a manner designed to create and build sustainable value for members;
 - j) Approving the annual plan, operating budget, and capital expenditure each year; and
 - k) Ratifying Advisory Board members, and removing if necessary, and monitoring the performance of the Advisory Board and ensuring it fulfils its duties and responsibilities.

3. Committees

1. The Executive may establish committees to assist in carrying out

its responsibilities.

1.1 Committees do not take action or make recommendations on behalf of the Executive without prior authority from the Executive to do so.

4. Governance Board

1. In the event that the Executive is deemed unable to carry out its duties, the full powers and responsibilities of the Executive Committee shall be delegated to a Governance Board.
2. The Executive Committee shall be deemed unable to carry out its duties upon the following occurring:
 - a) the Executive Committee has insufficient members to attain quorum for two consecutive Executive Committee meetings;or
 - b) any other situation where two thirds of current Executive Committee members state in writing that they do not believe the Executive is able to carry out its duties.
3. The Governance Board shall comprise of:
 - a) all current members of Executive Committee; and
 - b) all current members of the Advisory Board.
4. Quorum for the Governance Board shall be one half of its members, or one half plus one if there is an uneven number of members
5. The Governance Board shall be disbanded upon the following occurring:
 - a) sufficient members being attained for quorum of an Executive meeting, in the event that this issue required the forming of the Governance Board; or
 - b) two thirds of the Executive Committee stating in writing that they now believe the Executive is able to carry out its duties, in the event that this issue required the forming of the Governance Board; or
 - c) the Governance Board deeming any situation impeding the Executive from carrying out its duties no longer exists.

Related documents

- Te Akatoki Constitution
- Te Akatoki Code of Conduct
- Te Akatoki Governance Charter
- Te Akatoki Advisory Board Charter

Review of policy

This policy is due for review in August 2025.