

# Māori Representative for the Kinloch, Taupō East Rural and Mangakino/Pouākani Representative Groups Role Description

## PURPOSE

The purpose of the role is to represent the Māori community within the geographical area and act as an advocate for their interests. Act as a conduit between the Māori community and Council. Refer to the Terms of Reference for further details on the scope of the relevant representative group.

## KEY TASKS

1. Regular attendance at scheduled representative group meetings.
2. Include Māori perspective in their contribution to the representative group's business.
3. To understand Māori interests within the area's boundaries and their relevance to the representative group's business
4. To develop positive working relationships with fellow members and council managers to ensure effective Māori representation.
5. Supporting Council in its engagement with and acting as an advocate for the interests of the appropriate Māori community, Iwi Partners, marae and hapū regarding the representative group's business.
6. Advocating for the Māori community of the relevant area when preparing submissions to the council.
7. Considering and reporting on all matters referred to them by the council, or any matters of interest or concern conveyed from the Māori community via the representative group.
8. Participating in any relevant consultative processes with the local community and/or other organisations, community representatives, special-interest groups and other local stakeholders.
9. To be accessible to the community, assisting them to resolve problems by directing them to the appropriate council official and following up as appropriate.
10. Participating constructively and effectively in the good governance of the representative group as a whole
11. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
12. Having an understanding of the Council processes set out in the Standing Orders that determine how meetings are run.
13. Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints that fall under the representative group's delegated areas of responsibility.
14. Ensuring familiarity with agendas and other reports before the meetings.
15. Being familiar with and complying with the statutory requirements of a representative group member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987
16. Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.
17. To abide by and sign the declaration of Council's Code of Conduct which sets out how the external members will work as a team and relate to other members of the group, the community, and staff.