

WAIPAPA MARAE KĀWHIA



HE MAHI NGĀTAHI

OUR ROLES

WAIPAPA MARAE TRUST

Governance

Waipapa Marae Trust is committed to sound governance that will ensure the Marae operates effectively and with full accountability and transparency back to its Beneficiaries. Trustees are responsible for the performance of the Trust, drawing on relevant governance and best practice principles to assist and contribute to the overall performance of the Marae.

As a legal entity, the Trust is responsible for the administration of Waipapa Marae. Whilst the principal focus is on ensuring the Marae is self-sustaining, the Trust is obliged to use its best endeavours to protect and advance the social, cultural, educational, economic, and environmental wellbeing of the Marae and its Beneficiaries.

The key functions of the Marae Trust are:

- 1) To be the conveyors of Marae protocol, kawa and tikanga alongside Kaumatua and Kuia
- 2) Setting and maintaining expected standards of behaviour on the Marae
- 3) To be Kaitiaki of the Marae and all its assets.
- 4) Authorising activities on the Marae; the exception being for tangihanga which take precedence over all other bookings.
- 5) Issuing permits for activities
- 6) Appointing and contracting of advisors – lawyer, accountant, professional advisors
- 7) Keeping and maintaining proper records and accounts
- 8) Ensuring financial and tax obligations are met.
- 9) Considering and recording how income is to be distributed.
- 10) Compliance against legislative and regulatory responsibilities
- 11) Meeting regularly

WAIPAPA MARAE COMMITTEE

Operation – day to day activities

The Marae Committee is established by the Trust and is responsible for the day-to-day operations of the Marae.

Duties:

The key functions of the Marae Committee are:

- 1) To provide oversight of any activity or event on the Marae, on behalf of the Trust
- 2) To take bookings for the hireage of the Marae, noting that tangihanga will always take precedence over any other booking.
- 3) To maintain the marae grounds, facilities and equipment ensuring the complex and assets are well maintained and in good working condition.
- 4) To implement the Annual Operating Plan and manage the accompanying budget.
- 5) To ensure the marae complies with the Health & Safety at Work Act 2015
- 6) To perform other such duties as requested by the Marae Trust.

THE TREASURER OF BOTH MARAE TRUST & MARAE COMMITTEE

The key functions of the Treasurer are to:

- 1) Service both the Marae Trust and the Marae Committee
- 2) Prepare an annual budget of expected income and expenditure that has been allocated under a set of headings, for the next financial year and for both the Marae Trust and the Marae Committee. The two key purposes of a budget are:
 - I. to demonstrate the financial implications of the Trust's proposed annual strategy and plans
 - II. to be used as a basis for managing and controlling the Trust's financial position
- 3) Be responsible to receive all monies due to the Marae and deposit into the Trust's bank accounts.

- 4) Table all accounts payable for approval by the Trust and the Marae Committee, at the next meeting.
- 5) Keep a full and accurate record of all financial transactions of the Marae and report to Trust and Marae Committee meetings.
- 6) Prepare and submit an audited set of financial accounts to the Annual General Meeting covering the activities of both the Marae Trust and the Marae Committee.