

Community Trust South



TE POU ARATAKI POUNAMU O MURIHIKU

COMMUNITY TRUST SOUTH BOARD INTERNSHIP INFORMATION PACK

TE POU ARATAKI POUNAMU O MURIHIKU

which means

‘THE STANCHION THAT ALL PATHWAYS IN MURIHIKU LEAD TO,
WHERE PEOPLE OBTAIN THE TREASURES THAT ENABLE
THEM TO FULFIL THEIR ASPIRATIONS’.

CTS Board Internship

Expressions of Interest

Community Trust South has the strategic aspiration for a Thriving South, with a purpose of ensuring communities are empowered, have the resources and capacity to participate and realise their aspirations and collective wellbeing. An important priority under our pou (pillar) of People and Places is Community Connectedness which includes supporting social cohesion by building networks and promoting inclusivity; helping to build volunteer capacity and supporting communities to be self-determining and empowered to co-design solutions. This Board internship programme is one aspect of this support to our community, recognising people need opportunities to participate in governance.

Expressions of Interest in the CTS Board Internship position are to be completed online and this form can be accessed [here](#). **Expressions of interest close 5pm Friday 7 August 2026.**

CTS Board Internship Criteria:

Expressions of interest will be accepted from people who:

- are an Aotearoa New Zealand citizen or hold an Aotearoa New Zealand permanent residency
- reside in the [Community Trust South area](#) and have done so for 3 years or more
- have an interest in governance in the for purpose (not for profit) sector
- preference will be given to those who are from priority populations or who work in or are significantly involved in for purpose (not for profit) organisations working with priority populations. Priority populations include Māori, Pasifika, migrant, rangitahi, people with a disability, rainbow and older populations.
- have some governance experience, being either an emerging or mid-career governor.
- are 18 years or older

The intern will have a criminal record check conducted by the Trust.

CTS Board Internship Programme

CTS are providing the opportunity for an 18 month (with an option to extend by 6 months) internship on the CTS Board.

The CTS Board internship is a non-voting observer role.

The internship will commence in September 2026.

The intern will attend all board meetings, professional development opportunities, relevant community events and one sub-committee as appointed by the Board (aligned to an area of interest).

Sub-committees include:

- Investment
- Audit Finance and Risk Management
- Te Whai Hua (which assists in developing the CTS commitment to Ti Tiriti o Waitangi).

Interns will be required to sign a Letter of Appointment and Confidentiality Undertaking (a copy may be requested from CTS).

The Board of CTS will appoint the intern. The Intern will be paired with a Trustee to support them to make the most of the internship

Time commitment

The time commitment including meeting preparation is 30 days per year or 20 hours per month.

Remuneration

This role is a non-remunerated position.

However, CTS will reimburse the Intern for costs for mileage for attendance at meetings and functions at which the Intern is representing CTS based on the current mileage rates as approved by the Board. When travelling to meetings, or on the business of the Trust (where the Intern is required to be away from their normal place of residence) the Intern is entitled to reimbursement of out of pocket travelling, meal and accommodation expenses actually and reasonably incurred.

Our History

- Trust Bank Southland Community Trust formed in 1988 - value \$20m
- Trust Bank New Zealand sold to Westpac in 1996 & the Trust Capital Base was set at \$158.46m
- The Trust changed its name to Community Trust of Southland in 1998
- In September 2018 the Trust changed its name to Community Trust South
- Since 1988 granted over \$223m to projects, services and programmes



Our Area



Our Trustees



Margot Hishon
Heamana/Chair



Bridgette Smith
Heamana Tuarua/Deputy Chair



Stephen Canny



Mel Montgomery



Maria Pera



Warren Skerrett



Sam Grant



Megan Templeton



Garry Hopcroft

NGĀ MĀTĀPONO

OUR VALUES

MANAAKITANGA RESPECT

We will demonstrate our respect for our community by understanding the diversity of people and views. We will show our respect and trust in the people we work alongside by being compassionate, sincere and loyal.

TIKANGA INTEGRITY

We will demonstrate our integrity by being impartial, transparent, honest, authentic, fair and by having sound ethics. We will be accountable to our community.

WHANAUNGATANGA APPROACHABLE

We will work together with our community and build relationships through shared experiences. We will be accessible, inclusive, friendly, available and connected.

KOTAHITANGA CONNECTED

We will be connected to our community by keeping it at the heart of all that we do.

We are committed to collaborating and working together in partnership with our community.

KAITIAKITANGA GUARDIANSHIP

We will demonstrate our responsibility for enduring guardianship of Trust resources and will use our combined wisdom to make prudent decisions so that we can continue to support our community. We will recognise our role in supporting a sustainable community where everyone can thrive, both now and into the future.

TŪHONOHONO PROACTIVE

We will keep an open mind and look forward to the future and support innovation so that our community can take the initiative and take advantage of opportunities. We will recognise the intergenerational nature of the Trust.

Guiding Documents

- [Community Trusts Act 1999](#)
- [Community Trust Deed](#)
- [Trusts Act 2019](#)
- [Statement of Investment Policies & Objectives \(SIPO\)](#)
- [Strategic Aspiration](#)

Trust Governance Structure

- 10 Trustees
 - Appointed by Minister of Finance
 - Four year term
 - Trustees may hold office on more than one occasion
- Officers appointed for a two year term
- Four Committees of the Board
 - Investment – meet quarterly
 - Audit Finance and Risk Management – meet 4 times a year
 - CEO Performance Review Committee – meet as required
 - Te Whai Hua Komiti – meet as required

Role of the Board

- The role of the Board is governance rather than management which is the responsibility of the CEO and staff
- Governance focuses on the Trust's wider issues of purpose, including the setting and monitoring of strategic direction and the establishment and monitoring of Board-level policies
- Management focuses on implementing the strategic direction of the Board and the operational day to day running of the Trust's business
- The Board works in close partnership with the CEO to ensure that its objectives and goals are achieved, supporting and resourcing the CEO to carry out his/her responsibilities

Key Activities of the Board

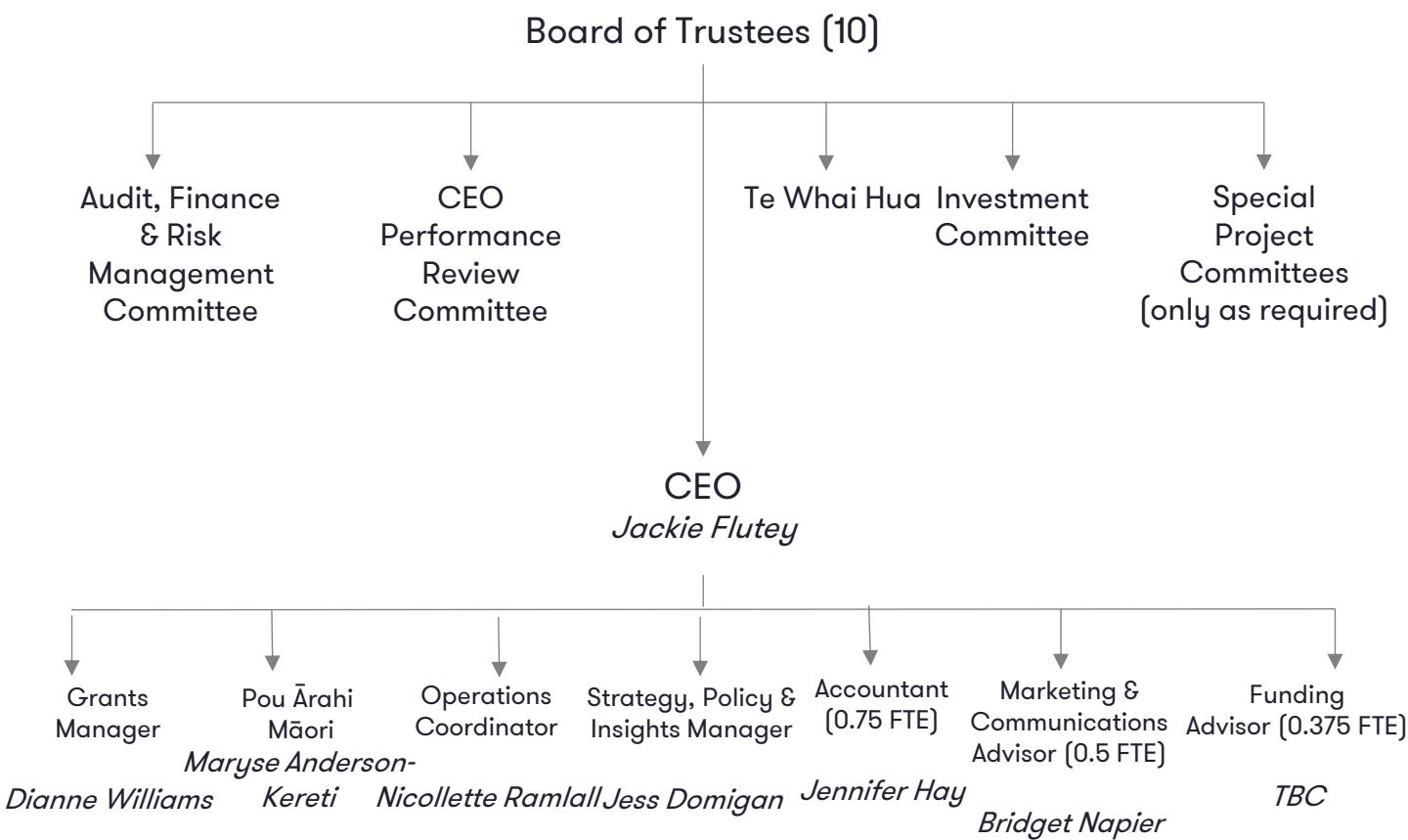
- Ensuring the Trust's assets are protected
- Setting and monitoring strategic direction and objectives
- Setting and reviewing governance, investment, grants and operational objectives and policies
- Ensuring approved Trust policies are complied with
- Appointing the CEO and monitoring performance
- Appointing the Investment Advisor and Fund Managers, and monitoring performance
- Approving grants, operating and capital expenditure budgets, and approving expenditure outside approved budgets
- Monitoring and reviewing performance against approved grants, operating and capital expenditure budgets
- Considering and making decisions on grant and scholarship applications
- Ensuring ongoing accountability of the Trust
- Reviewing its own performance as the basis for its own development and quality assurance

Meeting Dates 2026

17 February (Tues)	Investment Committee Meeting (Q ending 31 Dec)	12.00pm
18 February (Wed)	Board Meeting (Invercargill)	10am-3pm
3 March (Tues)	AFRM Committee Meeting (Audit Planning)	9.00am
18 March	PNZ Conference (Auckland)	
12 March	Te Whai Hua	9am-11am
25 March (Wed)	Board Meeting	9.00am
29 April (Wed)	Board Meeting (Tuatapere)	10.00am
7 May (Thurs)	Te Whai Hua	9.00am
2 June (Tues)	Investment Committee Meeting (Q ending 31 Mar)	12.00pm
3 June (Wed)	Board Meeting	10.00am
TBC June	Joint CTS/ILT/IT Foundation Meeting	4.00pm
23 June (Tues)	AFRM Committee Meeting (Review draft annual financial statements)	10.00am
9 July (Wed)	Board Meeting (Wynoham/Edendale)	10.00am
21 July (Tues)	AFRM Committee Meeting (Audit Clearance - with Auditors present)	10.00am
4 August (Tues)	AFRM Committee Meeting (Audit Sign Off)	10.00am
18 August (Tues)	Investment Committee Meeting (Q ending 30 June)	12.00pm
19 August (Wed)	Board Meeting	10.00am
27 August (Thurs)	Te Whai Hua	9am-11am
30 September (Wed)	Board Meeting	9.00am
30 September	Annual Public Meeting (Invercargill)	9.30am
14 October (Wed)	Joint CTS/CLT/OCT Meeting (Central Otago)	10am-4pm
15 October (Thurs)	Te Whai Hua	9am-11am
3 November	Chair's and CE's Meeting	
16 November	Combined Community Trust Conference	
17 November (Tues)	Investment Committee Meeting (Q ending 30 Sept)	9.00am
17 November (Tues)	Board Meeting	1.00pm
18 November (Wed)	Board Strategy Day (Raiduna)	9.00am
24 November (Tues)	AFRM Committee Meeting (Insurance & Risk Management Plan)	9.00am
15 December (Wed)	Board Meeting & Board Planning Day (Grants & critical items only)	9.00am

Updated 24 February 2025

Governance & Management Structure



Our Investments

Our investments are made taking into consideration the perpetual nature of our fund. We balance the need to provide support to our community through grants and loans and the need to grow our capital base back to the inflation adjusted level.

When times were difficult, during the 2007/2008 Global Financial Crisis, our Trust continued to provide grant funding to our community and some of the capital base was used to sustain this level of community support. Today the Trust continues to re-build the capital base to an optimal level of 10% above the adjusted capital base.

It's through our investment returns that we fund our annual granting and our operating costs each year and ideally, we aim to maintain our grants at a relatively consistent level over time.

Our Statement of Investment Policies and Objectives (SIPO) guides Trustee's decisions about our investments.

Our Community Support

GRANTS & SCHOLARSHIPS

We support both large and small community groups who work in various sectors, and our grants range from a few hundred dollars to thousands for a wide range of purposes aligned with our Strategic Vision. We also provide some funding to individuals through scholarships, click [here](#) for further details on our grants and scholarships.

COMMUNITY LOANS

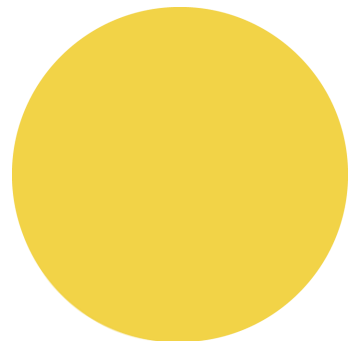
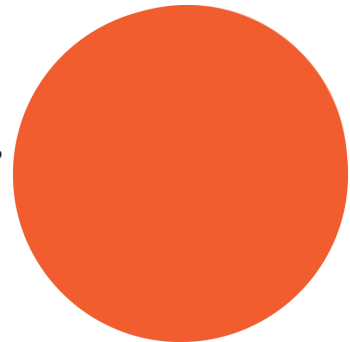
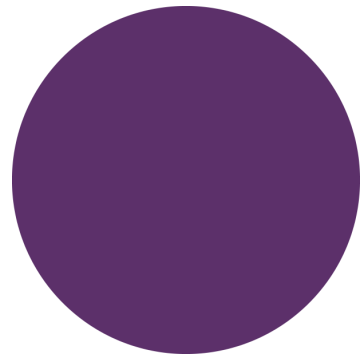
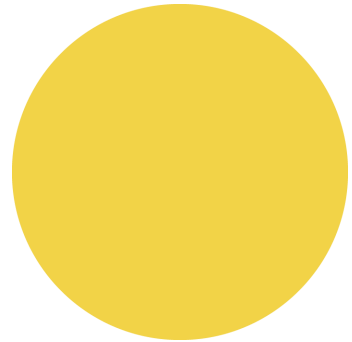
Community loans help us to extend the reach of our traditional grant-making. We consider loans for community organisations as a way of producing measurable social impact and they allow us to recycle our capital to assist other projects. They also provide organisations with access to capital that might otherwise not be available. Community Loans are currently on hold.

IMPACT INVESTMENT

The Trust has invested \$20 million as an impact investment in the Invercargill Inner City Development, Invercargill Central Limited, helping to ensure the project went ahead. The project is a key part of the Southland Regional Development Strategy to bring 10,000 extra people to the region and aligns strongly with the Trust's vision for a Thriving South and with its strategic priorities, which include community development and community economic development.

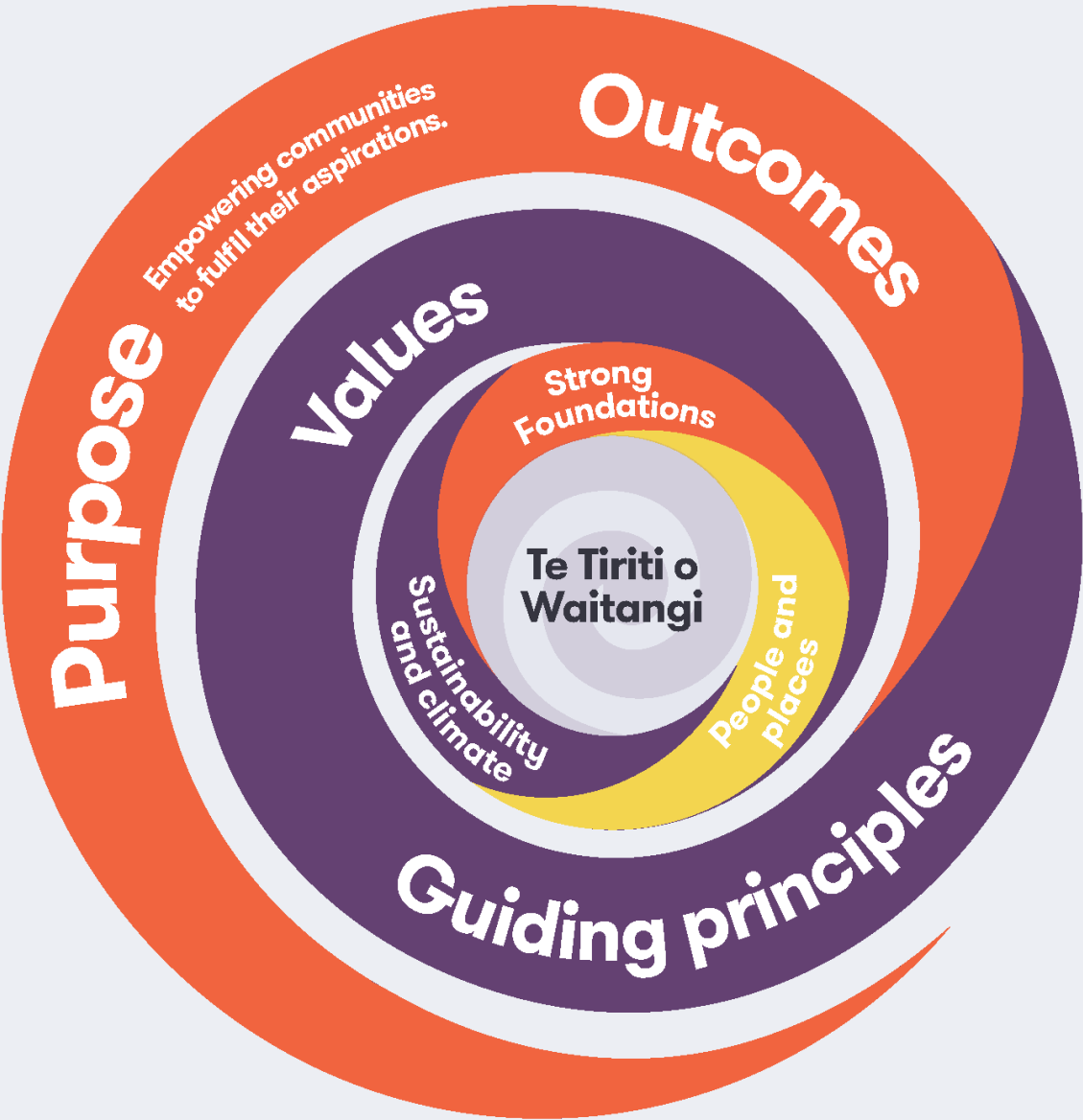
INVEST SOUTH

Community Trust South is the sole investor in Invest South a private equity fund based in Invercargill that invests in dynamic businesses who are seeking capital and expertise to fund expansion and growth. Its focus is on partnering with management teams to increase and realise the value of a business. Our investment in Invest South forms part of our Strategic Plan to support Community Economic Development. Click [here](#) for further details.



A thriving south

Murihiku manawa tōnui



 Outcomes

The outcomes and changes we hope to see as a result of our work as we strive towards our purpose.

 Values and Guiding Principles

How we act and the principles which guide our decision making.

 Te Tiriti o Waitangi

To ensure responsiveness, Te Tiriti o Waitangi is at the centre of all that we do.

Strategic Pou – What We Fund

-  **Strong Foundations**
Enabling the conditions for our communities to thrive.
-  **People and Places**
Supporting people and places which enhance communities so that all people can lead fulfilling lives.
-  **Sustainability and Climate**
Supporting communities to connect to their environment so that it can thrive for future generations.

Our Outcomes

- ① **TE TIRITI O WAITANGI** - Relationships and partnerships with iwi and Māori are strong. Our cultural capability and confidence continues to grow and deepen.
- ① **EVERYONE IS THRIVING** - People are healthy and happy; they have access to opportunities, services and quality jobs; they are supported to fulfil their potential.
- ① **CONNECTED COMMUNITIES** - Our communities are socially connected and resilient. People are actively participating and have strong support networks
- ① **VIBRANT SPACES AND PLACES** - People want to live, work and visit the South. People are proud of their unique cultural heritage and Southern identity.
- ① **CLIMATE AND ENVIRONMENT** - Our communities are connected to their environment and it is thriving for future generations. Emissions are reducing and the South is a leader in carbon reduction and green technologies.
- ① **SUSTAINED INVESTMENT BASE** - The Community Trust South Fund is protected so that it continues to grow and provide for future generations in perpetuity.

Our Guiding Principles



PLACE-BASED

A one size fits all approach does not work for all our communities. We understand differences and we will aim to work with communities to develop approaches which respect and value the uniqueness of place.



SUSTAINABLE INVESTMENT BASE

As kiatiaki (guardians) of the investment fund for the people of our rohe (area) a balanced approach between support provided to the community and growing and then maintaining the investment fund in perpetuity will be taken.



EQUITY

We will support initiatives that work to reduce inequality and remove barriers which prevent communities from reaching their potential. Priority populations include: Māori, Pasifika, migrant, rangatahi, people with a disability, rainbow and older people.



PARTNERSHIP

We will continue to build deep partnerships with stakeholders, agencies and communities, working together for collective action for greater impact.



FLEXIBILITY

As an agent of change we will work flexibly to champion and support our communities' needs and aspirations. Our ways of working will be responsive to their changing needs.



FUTURE FOCUSED

We will ensure that the Trust and our communities have the capacity, resources and resilience to take advantage of future of opportunities and adapt to challenges. We will consider how our funding and investment portfolio changes to achieve this over time to help communities prepare for the future.



LISTENING, LEARNING, IMPROVING

We will listen to learn; gather insights; and adapt our approach so we can continue to build our knowledge and mature our approach for positive impact. We will share our learnings and insights to help others in the community.



Our Strategic Pou

STRONG FOUNDATIONS

Enabling the conditions for our communities to thrive

HOUSING

Working to address the lack of supply and increasing access to quality, warm, dry and affordable homes that meet people's needs at different life stages.

TRANSPORT

Supporting communities to access a range of low-cost reliable transport options to increase their ability to take advantage of life's opportunities, access necessary services and participate in social activities and community networks.

LEARNING & INSIGHTS

Supporting communities to participate in life long learning, with a focus on priority populations. Facilitating access to data and insights, supporting knowledge sharing and collaborative community action. Supporting organisations, institutions and communities to have cultural confidence, knowledge and acceptance.

MANA MOTUHAKE – SELF DETERMINATION

Supporting mana motuhake and tino rangatiratanga (self-determination) through solutions that are led by and for communities.

ECONOMIC & WORKFORCE DEVELOPMENT

Contributing to regional strategic priorities to diversify the economy, grow innovation and create opportunities for everyone to thrive economically, in a carbon zero future. Contributing to efforts to develop, attract and retain a skilled workforce in the South. A particular focus will be on priority populations and supporting future pathways for rangatahi (youth) into new future focused industries and quality jobs with real progression opportunities.



Our Strategic Pou

PEOPLE & PLACES

Building capacity and fostering connectedness for people to lead fulfilling lives through health, happiness and connection

HEALTHY AND HAPPY

Encouraging healthy active lifestyles leads to improved wellbeing and positive community outcomes

BASIC NEEDS ARE MET

Targeted support will be given to priority populations and places that require additional support to meet basic needs in order to provide an essential foundation in people's lives for them to thrive.

VIBRANT SPACES AND PLACES

Activating spaces and places that bring joy and connection for all people and ages including supporting building community through access to art, heritage, cultural, sport and active recreation programmes and events.

COMMUNITY CONNECTEDNESS

Supporting social cohesion by building networks and promoting inclusivity. Helping to build volunteer capacity and support communities to be self determining and empowered to co-design solutions

WHAKAPAPA – GENEALOGY AND CULTURAL IDENTITY

Supporting Māori to thrive through strong connections to their cultural ancestry and tangata whenua (local people born of the land). Māori are visible and their identity is woven into the fabric of communities and place.



Our Strategic Pou

SUSTAINABILITY & CLIMATE

Supporting communities to connect to their environment so that it can thrive for the future generations

CARBON ZERO FUTURE

Working with communities to support awareness and effective responses to climate change and ensuring that everyone has access to the opportunities in a carbon zero future.

RESTORATION AND PROTECTION

Supporting community led approaches which contribute to the protection and restoration of our natural environment.

FOOD SOVEREIGNTY

Enabling communities to develop low cost alternative food sources to provide security to whānau and delivering lower environmental impacts.



Commitment to Te Tiriti o Waitangi

The Trust's is committed to the principles of Te Tiriti. We will continue to build our relationship with mana whenua, ngā Papatipu Rūnaka o Murihiku and Māori. We will seek to ensure that our commitment is woven across all that we do and will be integral to our pou (priorities). We acknowledge that this is a journey and as we build our understanding we will strengthen our way of working. Policy which sets out the Trust's commitment, how the Trust will ensure Trustees and staff understand Te Tiriti o Waitangi principles and which serves to hold the Trust accountable to its commitment to Te Tiriti o Waitangi

Te Whai Hua

- The Board has established the Te Whai Hua Komiti (Committee) to assist in developing its commitment to Te Tiriti o Waitangi
- The objectives of Te Whai Hua are to:
 - Help the Trust to embed its Te Tiriti o Waitangi commitment in the Trust's culture and work practices;
 - Develop a draft Te Tiriti o Waitangi Statement, Strategy/Action Plan (Strategy/Action Plan) for the Trust;
 - Consult with Mana Whenua on the development of the Strategy/Action Plan;
 - Develop and facilitate appropriate Trustee and staff inductions and ongoing training relating to the Trust's commitment to Te Tiriti o Waitangi;
 - Oversee the initial implementation of the Strategy/Action Plan;
 - Consider implementation issues and identify solutions;
 - Develop performance measures and set clear targets relating to the Strategy/Action Plan;
 - Monitor progress made on the Strategy/Action Plan and report to the Board at least six monthly;
 - Annually monitor and review the Strategy/Action Plan and recommend appropriate amendments for Board consideration.

Mana Whenua Endorsed Trustee

- The Trust seeks to have a Mana Whenua endorsed Trustee on the Board
- Recognising the added leadership responsibility of an appointed Mana

Whenua endorsed Trustee this role will also be involved in:

- connecting the Trust with Iwi
- providing a Māori perspective to Trust decision making
- encouraging consideration of issues surrounding Mana Whenua and Iwi Māori
- facilitating advice and guidance to the Trust in undertaking its operations in a manner that values and respects kawa and tikanga

Commitment to Climate Action

- Recognising that climate change is one of the most significant issues of our time and that the implications of climate change are significant, representing risk to cultural values, the environment, society, and our economy, and therefore to the Trust's ability to achieve its strategic vision of a Thriving South, the Trust has an aspiration of achieving carbon net zero emissions by 2050 or sooner across its operations, governance, investments and granting.
- The Trust has developed a Climate Action Strategic Policy which sets out the Trust's commitment and initial approach to climate change. Climate Action priorities are embedded in the Strategic Aspiration and Climate Action Plans are being developed. This Strategic Policy also serves to hold the Trust accountable for taking action and making progress as a signatory to the Aotearoa Funders Commitment on Climate Action.
- The Trust has signed up to the Aotearoa Funders Commitment on Climate Action, which includes commitments to:
 - Reflecting Te Tiriti o Waitangi and supporting Māori aspirations regarding climate action
 - An equitable transition
 - Enabling leadership
 - Commit and share resources
 - Learn and grow
 - Decarbonise our investments and operations
 - Report on progress

Details on the Aotearoa Funders Commitment on Climate Action can be found [here](#).



FURTHER INFORMATION CAN BE FOUND ON OUR WEBSITE

<https://www.communitytrustsouth.nz/>

Or Email: jackie@communitytrustsouth.nz

Or Phone: 0800 500 185