



## Call for Nominations for the Board of OutLine

Kia ora,

OutLine is looking for dedicated members of our community to serve as members of our governance Board. Our Board is elected by OutLine's members, and an election will be held at our 2022 Annual General Meeting to elect one co-Chairperson, one Treasurer and two general Board members.

OutLine's Annual General Meeting will be held online by Zoom webinar on Wednesday 29 June 2022, from 6pm to 8pm.

### Background

OutLine is a nationwide, all-ages rainbow mental health organisation providing support to rainbow communities, their friends, whānau, and those questioning. We've been operating since the early 1970s, and currently provide a nationwide, free and confidential peer support phone line and online chat service, specialist rainbow counselling, and an Auckland-based trans and non-binary peer support service. OutLine advocates for better rainbow mental health outcomes and also has a range of resources available on [our website](#). OutLine is committed to honouring and upholding Te Tiriti o Waitangi throughout our work.

### Responsibilities

Board members are expected to:

- help set and guide the strategic direction of OutLine, and the work of the General Manager.
- ensure the organisation is governed well, to meet its legal and financial obligations.
- attend and actively participate in monthly Board meetings by video (Zoom) and occasional meetings in person.
- contribute to decision-making between meetings by email.

In addition, the Co-Chairpersons are responsible for leading the development of OutLine's strategy, overseeing OutLine's overall operations in line with its Constitution, providing regular support to the General Manager, convening and chairing meetings including the Annual General Meeting, and providing a report at each Annual General Meeting.

The Treasurer's responsibilities include supporting the General Manager with financial management matters, ensuring a true and accurate record of OutLine's funds and assets is kept, ensuring financial reports are prepared for Board meetings and the Annual General Meeting, appointing an auditor, and having responsibility over the operation of OutLine's bank accounts.

### **Time commitment**

OutLine holds monthly Board meetings by Zoom videoconference. Meetings are held on weekday evenings, and usually last two hours. Board members are expected to attend meetings regularly, and to provide input into decision-making between meetings by responding to email in a timely way.

As a general guide, Board members should be able to commit to an average of two to three hours of work per week. Co-Chairpersons should be able to commit to an average of four to five hours of work per week.

All of these positions are voluntary and unpaid.

### **Eligibility**

You must be a current OutLine Member to apply for these positions, and your nomination must be supported by two other OutLine Members.

You must be eligible to hold an Officer role under the Charities Act 2005<sup>1</sup>. More information about these requirements is provided at the end of this document.

OutLine's Constitution requires the Board to have at least two members who are Māori.

### **Skills and experiences**

We need people with a range of skills, backgrounds and experiences to contribute to an effective Board. These include: NGO governance experience, understanding of the mental health and rainbow support sectors, understanding of Te Ao Māori and takatāpuitanga, understanding of accounting and organisational finances, fundraising, media relations and communications strategy, and knowledge of laws governing Charities and incorporated societies.

As a current Board, some values we share are:

- Commitment to honouring Te Tiriti o Waitangi.
- Celebrating trans and non binary identities and supporting self-determination and bodily autonomy.
- Passion for social justice and equity.

## Term

The term for Board members is two years.

## How to Apply

All nominations should be received through our [online form](#). All applications must be received by the organisation prior to 6pm, Wednesday 22<sup>nd</sup> June.

Ngā mihi,

Danika Plowman,

OutLine Secretary

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<sup>i</sup> An individual or body corporate will not qualify as an officer under the Charities Act 2005 if they are:

- an individual who is an undischarged bankrupt
- an individual who is under the age of 16 years
- an individual who, or a body corporate that, has been convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) or tax evasion or other offence under section 143B of the Tax Administration Act 1994 and sentenced within the last seven years
- an individual who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
- an individual who, or a body corporate that, has been disqualified from being an officer of a charitable entity by the Charities Registration Board under section 31(4) of the Charities Act 2005
- an individual who is subject to a property order under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
- a body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the Corporations (Investigation and Management) Act 1989
- an individual who, or a body corporate that, does not comply with any qualifications for officers contained in the rules of your charity.

If any of the above disqualifying factors apply to an officer who has been appointed under an Act or by the Governor-General, Governor-General in Council, or a Minister of the Crown, that officer will automatically qualify as an officer.