

**Hato Hone
St John**

Position Description

Position	Priory Chapter / Mema Hapeta Paraioire
Reporting to	Chancellor (Chair of Priory Board) / Tumuaki
Business Group/Function	Governance – Priory Chapter
Team	Governance – Priory Chapter

What the
future will
look like

Moemoeā – Our vision

Ko te Mana Ora ōrite

Enhanced health and wellbeing for all

Why we exist

Kaupapa – Our purpose

Ka whai tātou i te pikinga o te ora

To make life-changing differences with our communities

How we will act on
our purpose

Ka mahi mātou – Our mission

Ka anga whakamua mātou

Ina hiahia ana he āwhina

Hei painga. Hei oranga.

We step forward.

When help is needed.

For better. For life.

How we behave

Whanonga pono – Our values

WE HAVE
OPEN
WHAKAARO NUI
MINDS

DO THE
RIGHT
MAHI TIKA
THING

WE MAKE
WHAKAPAI AKE
IT BETTER

WE STAND
SIDE
PIRITAHA
BY SIDE

WE ARE
STRAIGHT
MAHI PONO
UP

Position: Priory Chapter Member	Issue No: 2	
Authorised By: Priory Chapter	Issue Date 3 November 2024	Page 1 of 8

Position Purpose / Take Turanga

Priory Chapter (Chapter) is the presiding governing body for the Order of St John in New Zealand with obligations to the International Order. Chapter is responsible for the affairs of the Order in New Zealand and for setting the strategic direction and values of the organisation.

The Chapter delegates to the Priory Board (PB), the governance supervision and control of all Hato Hone St John work and activities in New Zealand and oversees and supports the performance of PB in their role.

The role of a Priory Chapter Member (Chapter Member) is to ensure the interests of key stakeholders and communities throughout New Zealand are heard and represented in providing leadership and strategic stewardship to the New Zealand Priory. Further the role involves providing oversight, guidance, and support to the Priory Board (PB) in discharging their delegated governance authority.

Please note the following documents should be read in conjunction with this position description for fuller information on the role, processes and operation of Chapter and requirements of Chapter Members

- Priory Chapter Charter
- Priory Rules, Regulations and Delegation of Authority Policy
- Hato Hone St John Governance Competency and Skills Framework.

Key Outcomes / Ko nga Hua

The Priory and Order / Te Paraire me te Orata

Chapter and its members shall:

- Ensure and uphold the objects and principles of the Priory in New Zealand, including the monitoring and updating of the Rules and Regulations as required.
- Delegate to the PB responsibility for the day-to-day governance of all Hato Hone St John's work and activities in New Zealand.
- Regularly attend and actively and constructively contribute to Chapter meetings.
- Support the Prior, Chancellor, PB and CE to ensure the effective functioning of the Priory in New Zealand.
- Approve, publish, promote, and monitor a Health, Safety and Wellness Charter for Hato Hone St John.
- Ensure the discharge of the obligations of the International Order of St John in New Zealand.
- Uphold the traditions and standing of the Order of St John, including the criteria for conferment of all honours and awards and admissions to and promotions in the Order in New Zealand.

Purpose and Vision / Te Take me te Pu

Provide strategic stewardship and ensure the purpose, mission and vision of Hato Hone St John is relevant to today's society and community needs while true to the objects and purpose of the Priory in New Zealand.

Purpose: To make life-changing differences in our communities.

Vision: Enhance health and wellbeing for all.

Strategic Direction / Anga Whakamua

Approve the whole of organisation Strategic Plan and review the Long-Term Financial Plan presented by the PB and the CE.

Ensure alignment to Hato Hone St John's strategic direction and approach while engaging widely in our communities

- ensure their needs are listened to and represented
- advocate for and promote the work of Hato Hone St John
- ensure that service deprivation and inequities are addressed
- advocate and champion the understanding and recognition of Tikanga Māori and the Hato Hone St John Tiriti alignment strategy.

Support for and Oversight of the Priory Board

Priory Chapter's Charter records that "Chapter and the Priory Board have an independent and mutually respectful relationship founded on trust, recognizing that each will carry out the scope of their role to the highest possible standards, drawing on their areas of respective expertise". To assist Chapter in overseeing and supporting the Board in its role:

- The Chancellor reports quarterly to Chapter, covering at a high-level key Board developments and other matters as appropriate.
- The Priory Board formally reports twice a year to Chapter on its activities and progress.
- The Chapter and the Board hold joint meetings on strategic issues and related matters from time to time.

In addition, and on behalf of the Board, the CE through quarterly updates and separate reports as appropriate, keeps Chapter informed at a general level on:

- key business plan developments and progress
- key organisational risks, including health, safety and wellbeing
- financial matters (both operational and capital)
- key legislation compliance and conformance status, including health, safety, and wellness
- the Annual Report from PB for Chapter's review and approval
- property investment and divestment recommendations for review and decision as per the schedules of delegated authority

Critical Areas of Success

The critical areas of success, which are to be achieved over the next five years (2020- 2025, involve:

- Ensure that Tikanga Māori principles are applied to strategic thinking and delivery to support a demonstrable focus on health equity and quality improvement for Hauora Māori, and actively seek opportunities to develop an effective Tiriti/Treaty-based based lens to service delivery and inclusion.
- Foster a culture of inclusion to enhance diversity and improve equity of service and community health outcomes for all.
- Supporting the PB in their work with the CE to ensure financial sustainability through a sustainable funding model, working closely with Crown agencies (including ACC, MSD, and Health New Zealand), while maximising commercial revenue and fundraising opportunities, and further developing mechanisms to more effectively utilise Hato Hone St John funds.
- Supporting the PB in their governance oversight of the Manaaki Ora strategy with specific delivery against ambulance and community health service lines to ensure, within the funding provided, the most effective service delivery in response to the demands and challenges/opportunities of the wider health system.
- Support the positioning of Hato Hone St John as an integral part of the health system and pursuing opportunities where it can play a more significant role in this area; (e.g. coordinating access to services). This includes the development of closer organisation relationships with key health partners/ organisations; (e.g., ACC, Health New Zealand, Rest Homes) and other relevant stakeholders.
- Maintaining the organisation's charitable status and ensuring our commitments to the International St John body are all met, shared and promoted.
- Contribute to a safe and healthy workplace through consistent support for health, safety and wellness activities, including applying and promoting associated initiatives, policies, procedures and risk management to help achieve Hato Hone St John's desired Think Safe, Act Safe, Home Safe HSW culture.

Dimensions of Role – governance oversight

- People (approximately):
 - Paid staff – 3,667
 - Volunteers – 8,000
 - Hato Hone St John Youth Programme – 3,954 (Youth members and Youth Leaders)
- Assets – approximately \$385M
- Revenue – approx. \$533M

Delegations / Apatono

As per delegated authorities, amended from time to time and guided by St John Rules & Regulations

Key Relationships / Hononga nui

Internal	Nature and Frequency
Chancellor, Priory Chapter Members, Priory Board Members, Priory Officers, Order Members, CE, Region Trust Board Members	Chapter meets at least four times a year. Chapter Members may be invited to participate in other meetings, forums and working groups from time to time.

External	Nature and Frequency
Various key organisation and community stakeholders.	Supporting the promotion and advocacy work led by the Chancellor and CE with key stakeholders, especially local government, community organisations and private sector stakeholders.
Other External Stakeholders	Partnership approaches developed to enhance organisation activities, the interests of members, managers, and the communities we serve, including Tangata Whenua Active support for Hato Hone St John's commitments under Te Tiriti o Waitangi

Person Specification / Turanga Tangata

<p>Skills, Knowledge and Experience Required</p> <ul style="list-style-type: none"> • A Member of the Order of St John for a minimum of six months • Knowledge of the Order of St John, both its operations in New Zealand and internationally, as well as the Eye Hospital Group • Ability to take a New Zealand-wide view and promote "one St John". • Willing to undertake a senior governance role as a volunteer and to commit the time required to the role <p>Governance</p> <ul style="list-style-type: none"> • Experience as a Board or Committee member in the community and volunteer environment, including Hato Hone St John roles • Demonstrates absolute integrity in conduct and all interactions • Understands broad governance concepts, responsibilities and obligations to members and community stakeholders • Understands management/governance boundaries while demonstrating the required level of independence. <p>Communication and Leadership</p> <ul style="list-style-type: none"> • Self-aware and relates well to others at all levels from governance through to the staff at the delivery end of our services. • Effective relationship development, maintenance, and advocacy skills, both internally and externally
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- An effective and open communicator with strong listening and questioning skills that enhance understanding and decision-making.
- Demonstrated and effective leadership skills (including coaching, mentoring and the development of others) in line with Hato Hone St John's core values and desired culture. Is looked up to as a leader in their community.

Critical Thinking

- Demonstrates an ability to think logically, laterally, constructively and independently; open to feedback and the ideas, opinions, and suggestions others provide
- Participates effectively in specific strategic decision-making and probes and challenges key strategic issues to support positive outcomes, continuous improvement and innovation that enhances Hato Hone St John's role, work and contribution.

Sector Knowledge and Organisation Perspective

- Well informed understanding of Hato Hone St John core activities, communities, healthcare and primary health environments.
- Has experience in, and/or an appreciation of, the wider environment and trends that can impact Hato Hone St John.
- Understands the mix, balance and challenges associated with key drivers (e.g., relating to community, volunteer/paid membership, charitable, government, health sector and commercial interests/drivers)
- Knowledge and appreciation of the Order, its history and principles.

Business and Financial Acumen

- Understands organisational functioning, is commercially astute.
- Has financial literacy, including dissecting financial information to understand its implications.
- Is experienced in monitoring and analysing organisational performance indicators.

Cultural Awareness

- Ensure that Tikanga Māori principles are applied to strategic thinking and delivery to support a demonstrable focus on health equity and quality improvement for Hauora Māori; reduce racism and discrimination and actively look for opportunities to develop an effective Tiriti/Treaty-based lens to service delivery and inclusion.
- Models and promotes an appreciation of diversity – in thinking, planning and discussion - to support outcomes in Hato Hone St John's Māori and Diversity strategies and the commitment to help develop genuinely multicultural communities across New Zealand.

Terms and Conditions of Appointment

This is a **volunteer elected or appointed** position that requires attendance at Chapter meetings and other meetings from time to time. Additionally, Chapter Members must commit time to

- engaging in their communities and with key stakeholder groups internally and externally
- their own continuing education and keeping their knowledge up to date on organisation matters, community, and health sector broader trends.

The elected or appointed term is three years - with a right to stand for re-election or re-appointment for a second term and to serve up to a maximum of six years. A Chapter Member may be re-elected or re-appointed after a break of at least three years. All elections and appointments are recommended by the Nominations and Appointment Panel and approved by the Chancellor.

Consistent with good governance practice, Chapter Members may be required to participate in formal review/feedback of the Chapter's performance and effectiveness and to undertake education and training. Hato Hone St John will provide individualised and collaborative development opportunities for individual Chapter members.

Aligned to the elected/appointee process, exit planning shall be provided to Chapter members on how they may continue to contribute/support Hato Hone St John upon exiting the current appointment.

Chapter Members' reasonable costs in undertaking the role will be met by Hato Hone St John; this includes

- covering any required travel and accommodation costs.
- out of pocket expenses in line with Hato Hone St John's Expense Reimbursement policy, following the approval of the Chancellor.

Organisation Overview:

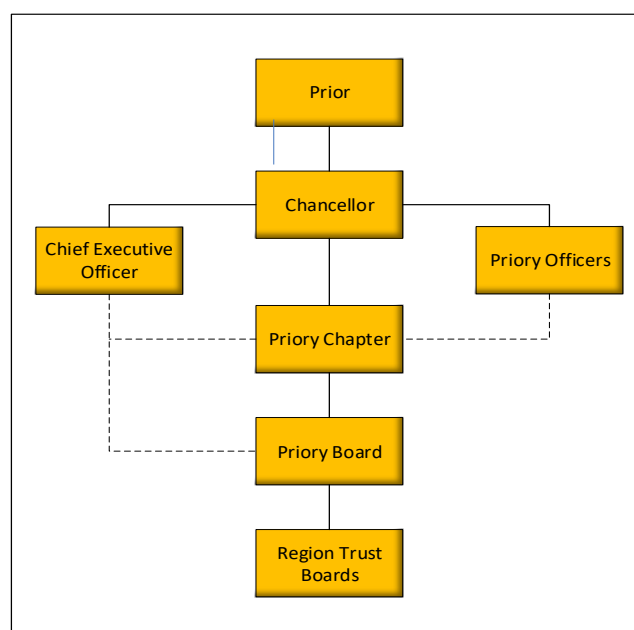
Part of a worldwide organisation, Hato Hone St John is one of New Zealand's largest charitable organisations, providing emergency care and community health services to "enhance health and wellbeing for all" for more almost 140 years. In New Zealand, Hato Hone St John is best known for its work as an ambulance provider, serving more than 90 per cent of the population.

St John is the New Zealand Priory of the International Order and is headed by Priory Chapter that is led and chaired by the Prior (the Governor General) and Chancellor. Chapter is the presiding body and provides oversight and strategic stewardship to ensure St John remains true to the objects and purpose of the Priory in New Zealand.

Chapter delegates authority for day-to-day governance of the organisation's affairs and activities to the Priory Board, including making delegations of authority to and overseeing the activities of the Regional Trust Boards. The Priory Board is chaired by the Chancellor.

Acting under delegation from the Priory Board, the Region Trust Boards oversee the delivery of prescribed functions in each Region.

Organisational Positioning



Please note: the statements contained within this Position Description outline the general nature and type of work to be performed in the role; they are not intended to be an exhaustive description of all the responsibilities, duties, accountabilities, and skills required. From time to time, as required, incumbents may be required to perform duties outside the scope of their normal activities.