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10 JUN 2020

Tēnā koe John Luke,

On 13 May 2020, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982, the following information regarding the Ministry of Youth Development's Partnership Fund Board:

1. *When did the current members' terms expire?*
2. *When and how does the Board plan to call for express of interest from the public?*
3. *What is the job description for the board member, chair and deputy chair?*
4. *How much salary have they been paid for?*

The Ministry of Youth Development – Te Manatū Whakahiato Taiohi – (MYD) encourages and supports young people, aged between 12 and 24 years old, to develop and use knowledge, skills and experiences to participate confidently in their communities. MYD believes that young people who benefit from the chance to develop skills such as leadership, volunteering and mentoring will go on to lead more successful lives as adults.

A key focus of MYD is to increase positive youth development opportunities available to young people through partnering with philanthropic organisations, business, iwi, government and other funders. The Partnership Fund Board (The Board) provides a platform to support the development of partnerships.

On 18 March 2020, the Cabinet Appointments and Honours Committee noted that the Minister for Youth intended to reappoint all nine current members of the Partnership Fund Board for a short term, when their previous terms expired on 30 March 2020. This involved a closed expression of interest process.

This process and the work of the Partnership Fund Board is on hold however, due to the effects of COVID-19.

Members' fees are set in accordance with the Cabinet Fees Framework. The Board is classified as a Group 4 Level 1 body and a daily fee is paid for attendance at meetings (\$589 Chair, \$394 members). Fees have not been adjusted since the members were initially appointed in 2018.

The Terms of Reference for the Board note that the Board will meet a maximum of six times per year. For the period 1 April 2019 to 31 March 2020, the Board met three times and the total fees paid to all Board members was \$17,999.

Additionally, for further information and an in-depth description of the positions on the Board, you are provided with *Ministry of Youth Development – Partnership Fund Board Position Description*. Please find this document attached.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachment on the Ministry of Social Development's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with this response regarding MYD's Partnership Fund Board, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui



Juanita Te Kani  
**General Manager, Youth  
Māori, Communities and Partnerships**



**MINISTRY OF  
YOUTH DEVELOPMENT**  
TE MANATŪ WHAKAHIATO TAIOHI  
*Administered by the Ministry of Social Development*

## Ministry of Youth Development - Partnership Fund Board Position Description

### Background

The Ministry of Youth Development - Te Manatū Whakahiato Taiohi - encourages and supports young people, aged between 12 and 24 years old, to develop and use knowledge, skills and experiences to participate confidently in their communities. The Ministry believes that young people who benefit from the chance to develop skills such as leadership, volunteering and mentoring will go on to lead more successful lives as adults.

A key focus of the Ministry is to increase positive youth development opportunities available to young people through partnering with the business and philanthropic sectors and iwi. The Partnership Fund Board (The Board) provides a platform to support the development of partnerships.

### The Board

The Board is a non-statutory Board and will have up to 10 members.

The Board reports to the Minister for Youth. The Board will nominate one member to be Chairperson.

### Appointment

The Minister for Youth will recommend appointments to the Cabinet Appointments and Honours Committee after considering advice from a selection panel convened by MYD. The standard term of office for each member is two years. Any member may sit on the Board for a maximum of two terms consecutively.

### Function

The Board will:

- Make decisions on the allocation of the Partnership Fund
- seek sustainable co-investment and partnership opportunities between MYD, businesses, the philanthropic sector and iwi to maximise quality youth development opportunities
- coordinate and support initiatives that promote and maintain positive youth development opportunities
- build long term stakeholder relationships across public, private and community sectors to achieve joint goals towards increasing youth development opportunities.

### Workload

Members are expected to attend all scheduled Board meetings. Members are expected to commit up to 10 days a year on Board business, including attending meetings. The Board will meet in person at least quarterly.

## **Administration**

The Board is supported by a Secretariat. The Secretariat provides the Board with administrative measures and will act as a co-ordination and liaison point with Government Departments in respect of the Board's monitoring and reporting duties set out in the Terms of Reference.

## **Knowledge, Skills and Experience**

The Minister for Youth is seeking a diverse group of people, with difference perspectives for the Board. The Board will include a balance of members from relevant groups and sectors, with a mix of interests and expertise, including:

- young people with experience in supporting others to achieve
- philanthropic sector leaders and innovators
- corporate sector leaders and innovators
- youth development experts
- bring cultural perspectives of Māori, Pasifika or other communities

The MYD General Manager, Youth or their delegate will be represented on the Partnership Fund Board in an advisory capacity.

Desirable skills and attributes for members:

- have reach, connections and knowledge that enables access to funding networks, young people, youth development opportunities, and may have specific links to:
  - iwi
  - other ethnicities or cohorts that would benefit from youth development opportunities
  - disadvantaged young people
  - regions, rural areas
- offer social innovation expertise such as the ability to provide creative solutions and approaches to build social connectedness to enable youth development
- have legitimacy and endorsement
- have financial resources and/or public influence to leverage other funding
- have brokerage ability
- be current or potential youth development funders with objectives broadly aligned to those of the Partnership Fund
- offer credible brand value or marketing opportunities for youth development.

## **Collective Duties of Board**

The Board will operate as a collective, rather than operating as a committee of individuals representing various constituencies.

Members of the Board must ensure the Board acts in a manner consistent with the Terms of Reference and the priorities identified by the Minister for Youth.

## **Individual Duties of Members**

Individual Board members are expected to:

- attend, to the greatest extent possible, all meetings of the Board
- examine issues before the Board from a strategic viewpoint
- support a consensus decision making approach
- support and endorse the decisions of the Board.

## **Role of the Chairperson**

The Chair of the Board is expected to:

- facilitate meetings
- manage communications
- ensure the objectives of the Board are achieved
- build good working relationship with members, with the Minister for Youth, Ministry of Youth Development, other government agencies, the philanthropic sector, business, iwi and communities.

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