

Title	Describe meeting procedures, designated roles and remuneration for a Māori authority/Māori entity		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to, for a Māori authority/Māori entity, describe meeting procedures; the designated roles and remuneration types and procedures .
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Classification	Whenua > Governance of Māori Authorities
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Available grade	Achieved
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Guidance Information

1 Definitions

A *Māori authority* is an entity status which is subject to specific legislative requirements, including special tax rates, accounting and compliance procedures. A Māori authority may be a trustee of a trust or company. A set criterion governs which types of organisations are eligible to become a Māori authority. In general, this includes entities that manage or administer assets held in common ownership by Māori. However, while an organisation may be eligible, there is no mandatory requirement for them to become a Māori authority.

A *Māori entity* refers to ahu whenua trusts, pūtea trusts, whānau trusts, whenua tōpū trusts, kaitiaki trusts, Māori incorporations, Māori reservations (e.g. marae/Māori committees), rūnanga, iwi authorities, hapū cluster groups, hauora organisations, Māori asset holders, kura kaupapa Māori, kōhanga reo, wānanga, all Māori non-government organisations (e.g. Māori Woman's Welfare League), New Zealand Māori Council, district Māori councils, local government sector, Māori/iwi advisory groups, and community committees with generic kaupapa Māori (e.g. sports club, church groups, kaumātua groups).

Tikanga, for the purposes of this unit standard, refers to any procedure, policy and/or organisational arrangements or those that providers consider to be key element.

Whakaaro refers to gifts in kind as an acknowledgement. It may be monetary.

2 A template may be created for meeting documentation.

3 Legislation includes but is not limited to Māori Incorporations Constitution Regulations 1994, Māori Reservations Regulations 1994, Te Ture Whenua Māori Act 1993, Trusts Act 2019, their amendments and any other relevant Acts, available at www.legislation.govt.nz.

4. Resource Support
 Campbell, B. (2011). *Governance in the collective: A study of two models*. Massey University.
 Edwards, S. (2012). Nā te mātauranga Māori ka ora tonu te ao Māori. In *Conversations On Mātauranga Māori* (pp. 36-58). New Zealand Qualifications Authority. <https://www.nzqa.govt.nz/assets/Maori/ConversationsMMv6AW-web.pdf>.
 Smith, L.T. (1999). *Decolonising methodologies: Research and indigenous peoples*. London: Zed Books.
 Te Puni Kōkiri. (2020). *Tupu NZ. Māori Land: Growing whānau through whenua*. <https://www.tupu.nz/>.
 Te Tumu Paeroa (2020). *Te Tumu Paeroa, Māori Trustee and Māori Land Court*: <https://www.tetumupaeroa.co.nz/about-us/te-tumu-paeroa-maori-trustee-maori-land-court/>.
- 5 Resource support listed above is given as a guide only and is not intended to be in any way prescriptive. It is envisaged that different areas may have their own written and unwritten repositories of knowledge relevant to this unit standard.

Outcomes and performance criteria

Outcome 1

Describe meeting procedures for a Māori authority/Māori entity.

Performance criteria

- 1.1 Describe meeting protocols or standard orders in accordance with tikanga.
 Range karakia, mihi whakatau, chairing, quorum, speaking rights, voting rights, whakamutunga, in committee protocols, proxy.
- 1.2 Describe the preparation, distribution and order of the meeting agenda.
- 1.3 Describe procedures for recording, distribution, and adoption of minutes.
- 1.4 Describe the procedure for motions.
 Range wording, moving, seconding, amending, voting, passing, recording resolutions.
- 1.5 Describe the procedure for receipt of inwards correspondence, approval of outwards correspondence, and approval of payments.

Outcome 2

Describe the designated roles of a Māori authority/Māori entity.

Performance criteria

- 2.1 Describe the role of the chairperson in terms of meeting procedures.

- 2.2 Describe the role of the secretary in terms of maintaining accurate records for a meeting.
- 2.3 Describe the role of the treasurer and/or accountant in terms of maintaining accurate financial records.
- 2.4 Describe the roles of other positions within a Māori authority/Māori entity in terms of their membership and leadership within the Māori authority/Māori entity.

Range may include but is not limited to executive trustee, chief executive, sub committees, co-positions, fundraising, business and innovation, advisory trustees, custodian trustee, kaumātua, cultural advisors.
evidence of two is required,

Outcome 3

Describe the remuneration types and procedures for a Māori authority/Māori entity.

Performance criteria

- 3.1 Describe types and methods of payment.

Range types may include trustee fees, reimbursement of costs, honorarium payments, tākoha, in kind, whakaaro, methods may include but is not limited to cheques, direct credit, internet banking, credit cards, credit account, taxation, on-account payment, credit notes.
evidence of two of each is required.

- 3.2 Describe records of payments for an audit trail.

Range payments statement (payments ordered numerically), petty cash records, receipts, reimbursements made by the entity.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 August 2005	31 December 2016
Review	2	16 April 2010	31 December 2016
Revision	3	19 July 2012	31 December 2017
Review	4	10 December 2015	31 December 2021
Review	5	24 June 2021	N/A

Consent and Moderation Requirements (CMR) reference	0166
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA Māori Qualifications Services mqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.