



West Coast Technology Education Trust

Position Description: Trustee, West Coast Technology Education Trust

Remuneration: Unpaid

Organisation Overview:

The West Coast Technology Education Trust (WCTET) is a prominent non-profit organisation dedicated to advancing technology education and promoting digital literacy on the West Coast. The purpose of the Trust is to raise and manage funds to be applied for the following charitable purposes in New Zealand, and more specifically for the area of the West Coast, by:

- Providing a creative community-based, learning environment
- Creating educational opportunities that promote technology, its use and upskilling of
- Creating meaningful learning, and career pathways for people through mentoring and collaboration
- Providing a world class-learning model that connects people to a national and global
- network of learners, innovators and inspirational leaders
- Providing resources and equipment, where the trust sees fit, for the advancement of the goals above

As a trustee of WCTET, you will play a crucial role in shaping the strategic direction and governance of the organisation, ensuring its mission is achieved, and positively impacting the lives of individuals through technology education.

Role Overview:

The trustee is a vital leadership position within WCTET, responsible for providing governance, oversight, and guidance to the organisation. Working collaboratively with fellow trustees and the Project Managers/Contractors, the trustee will contribute to the formulation of policies, strategic plans, and fundraising initiatives that align

with WCTET's vision. The trustee will also leverage their expertise, influence, and networks to promote WCTET's mission, foster partnerships, and advocate for the importance of technology education.

Key Responsibilities:

1. Governance and Strategic Planning:

- Participate actively in trust meetings, contributing insights, and making informed decisions on matters related to the organisation's strategic direction.
- Collaborate with fellow trustees to develop and review policies, ensuring compliance with legal, ethical, and regulatory standards.
- Contribute to the formulation and evaluation of WCTET's strategic plans, goals, and objectives, aligning them with the organisation's mission.

2. Financial Oversight and Fundraising:

- Provide financial oversight by reviewing and approving budgets, financial reports, and fundraising plans.
- Support the development and implementation of fundraising strategies, leveraging personal networks, connections, and resources to secure financial support for WCTET's programmes and initiatives.
- Monitor the financial performance of the organisation, ensuring resources are allocated efficiently and effectively to achieve desired outcomes.

3. Program Evaluation and Impact Assessment:

- Review and evaluate the effectiveness of WCTET's programs and initiatives, assessing their impact on technology education and digital literacy.
- Provide guidance on program development, identifying opportunities for growth, improvement, and innovation.
- Monitor key performance indicators and outcomes, ensuring accountability and the delivery of measurable results.

4. Stakeholder Engagement and Advocacy:

- Act as an ambassador for WCTET, promoting its mission and advocating for the importance of technology education within the West Coast community.
- Build and maintain strong relationships with key stakeholders, including officials, educators, community leaders, and partners.
- Represent WCTET at public events, conferences, and meetings, actively contributing to discussions and fostering collaborations that further the organisation's goals.

Qualifications and Skills:

- Demonstrated passion for technology education, digital literacy, and the mission of WCTET.
- Experience in governance, preferably in a board or trustee role within a non-profit organisation.
- Strong strategic thinking abilities, with the capacity to contribute to the development and evaluation of organisational strategies.
- Excellent communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders.
- A track record of successful fundraising, with the ability to leverage networks and resources to secure financial support.
- Familiarity with financial oversight and the ability to analyse budgets and financial reports.
- Knowledge of the West Coast education landscape, including relevant policies, trends, and challenges.
- Professional experience in technology, education, business, or a related field would be advantageous.

Time Commitment:

The trustee role requires a moderate time commitment, including attending trust meetings, participating in committees, and engaging in additional activities as needed. Trustees are expected to dedicate approximately 5-10 hours per month to fulfill their responsibilities effectively.

Joining WCTET as a trustee offers a unique opportunity to contribute to the advancement of technology education and digital literacy on the West Coast. By leveraging your skills, experience, and passion, you will help shape the future of technology education and make a lasting impact on individuals and communities.