Te Whare Tū Kāinga Ltd

He whare oranga, he kāinga toitū

DIRECTOR EXPRESSIONS OF INTEREST

Applicant Information Pack

APPLICATIONS CLOSE

4.00pm on Friday 18 September 2026
Email: admin@ngatirehia.co.nz
Deliver to: Rūnanga Office, 2 Aranga Road, Kerikeri

He whare oranga, he kāinga toitū

1. Invitation

Te Whare Tū Kāinga Limited invites expressions of interest from people interested in serving as Directors of the Company. Eligible candidates will be considered for appointment at the Company's 2026 Annual General Meeting in accordance with the Company's Constitution.

The purpose of this pack is to explain the role, eligibility requirements, capabilities being sought, appointment process and application requirements. It also contains the forms needed to submit an expression of interest.

A note about vacancies

The Company is seeking expressions of interest without stating a fixed number of appointments. Final appointments will depend on confirmed vacancies, the status of current Director terms and the shareholder's decision at the AGM.

Key dates

Milestone	Date
EOI opens	10 September 2026
EOI closes	4.00pm, Friday 18 September 2026
Eligibility review and candidate material prepared	After applications close
Annual General Meeting	25 September 2026, online. Final time and joining details to be confirmed.

Contact

Questions about the role or process may be directed to:

Whati Rameka
Phone: 021 076 9425
Email for applications: admin@ngatirehia.co.nz

2. About Te Whare Tū Kāinga

Te Whare Tū Kāinga Limited carries out charitable housing and related activities for the benefit of Māori and the wider community. This includes supporting the provision, facilitation and management of adequate, sustainable and culturally appropriate social and affordable housing, and contributing to the regeneration of Te Riu o Ngāti Rēhia.

Our relationship with the shareholder

Te Whare Tū Kāinga Limited is governed as a company. Director appointments are made by the shareholder in accordance with the Company's Constitution. The EOI process helps identify eligible candidates and provides the shareholder with consistent information for its decision.

Governance focus

- Protect and advance the Company's charitable housing purposes.
- Provide strategic direction and monitor progress.
- Maintain sound financial, risk and compliance oversight.
- Ensure decisions reflect tikanga, kaupapa Māori principles and the needs of whānau and community.
- Maintain clear accountability between the Board, shareholder and management.

3. The Director role

Directors govern the Company collectively. The Board's role is to set direction, make or oversee significant decisions, monitor performance and risk, and ensure the Company meets its legal, financial, charitable and cultural responsibilities. Directors do not manage day-to-day operations unless separately authorised to do so.

Core responsibilities

- Prepare for and participate in Board meetings and decisions.
- Act honestly, in good faith and in the best interests of the Company.
- Exercise care, diligence and independent judgement.
- Understand the Company's activities, finances, risks and obligations.
- Monitor strategy, performance, budgets, financial reporting and organisational risk.
- Disclose actual, potential or perceived conflicts of interest promptly.
- Protect confidential, personal and commercially sensitive information.
- Support collective Board decisions once made.
- Take part in induction and relevant governance learning.

Meeting commitment

The Board is expected to meet quarterly. Additional meetings may be called where an urgent or significant matter requires Board consideration. Candidates should consider meeting preparation, reading time and follow-up actions as part of the role.

Remuneration

There is currently no plan to pay Directors for their service. Reasonable expenses properly incurred in carrying out approved Director duties may be considered in accordance with Company policy and any required approvals. Candidates should not assume that Director fees will be introduced.

Practical expectation

Applicants should be able to commit to quarterly meetings, prepare in advance, respond to time-sensitive governance matters when needed, and contribute constructively between meetings.

4. Eligibility and capabilities sought

Eligibility

Applicants must:

- Not be disqualified from acting as a Director under the Companies Act 1993 or the Charities Act 2005.
- Whakapapa to Ngāti Rēhia, or demonstrate a connection to Te Riu o Ngāti Rēhia to the satisfaction of the shareholder.
- Be willing and able to act in the best interests of the Company and meet the responsibilities of a company Director.

Current Directors may submit an EOI if they wish to be considered for a further term.

Capabilities sought across the Board

- Social or affordable housing development, management, policy, funding or regulation
- Financial planning, budgeting, investment, audit and risk oversight
- Mātauranga Māori, tikanga and kaupapa Māori governance
- Whānau engagement and advocacy
- Community relationships, partnerships and stakeholder engagement
- Governance, strategy, performance monitoring and organisational risk

Applicants are not expected to have experience in every area. The aim is to build a Board with a balanced mix of skills, experience, cultural capability, community connection and sound judgement.

What to demonstrate in your EOI

- The specific knowledge and experience you would bring.
- Examples of relevant governance, professional, housing, cultural or community work.
- Your connection to Ngāti Rēhia or Te Riu o Ngāti Rēhia.
- Why you want to serve and what contribution you hope to make.
- Any conflicts or commitments that may need to be managed.

5. Appointment process

1. EOIs are received and logged by the closing date.
2. Application documents are checked for completeness.
3. Eligibility and any declared conflicts are reviewed.
4. Any question about a candidate’s demonstrated connection to Te Riu o Ngāti Rēhia is referred to the shareholder.
5. Eligible candidate profiles are prepared consistently and provided to the shareholder.
6. The shareholder considers appointments at the 2026 Annual General Meeting.
7. Successful candidates complete all formal consent, register and Companies Office requirements and take part in induction.

Important

Submitting an EOI does not result in automatic appointment. The EOI process is a recruitment and information-gathering process. Formal appointments are made by the shareholder in accordance with the Constitution.

Privacy and candidate information

Information supplied will be used to administer the EOI, eligibility review and appointment process. Candidate profile information may be circulated to the shareholder with AGM or supplementary candidate material. Due diligence and conflict information will be limited to people who reasonably require access for the process, subject to legal and governance requirements.

6. Frequently asked questions

Do I need previous governance experience?

No. Governance experience is useful, but relevant housing, financial, cultural, whānau, community, strategic or professional experience may also be valuable.

Do I need experience in every capability area?

No. Applicants should identify their strongest areas. The shareholder will consider the overall balance of capability across the Board.

Can a current Director apply?

Yes. A current Director who wishes to be considered for a further term may submit an EOI.

How often will the Board meet?

The current expectation is quarterly meetings. Additional meetings may be called where required.

Are Directors paid?

There is currently no plan to pay Director fees. Applicants should treat the role as unpaid service. Any approved expense reimbursement would be handled separately under Company policy and required approvals.

Will applicants be interviewed?

The Company may contact applicants to clarify information or support the eligibility review. The shareholder will determine how candidates are considered for appointment.

How many Directors will be appointed?

The public EOI does not state a fixed number. Final appointments will depend on confirmed vacancies, current Director terms and the shareholder’s decision.

Can I ask for the full Constitution?

Yes. A copy of the Constitution is available on request.

What happens if I have a conflict of interest?

A conflict does not automatically prevent an application. It must be disclosed so the relevance and any required management arrangements can be considered.

7. Application checklist

Submit all required documents by 4.00pm on Friday 18 September 2026.

☐ Completed Expression of Interest and Candidate Profile Form

☐ Current curriculum vitae

☐ Completed Conflict of Interest Declaration

☐ Completed Candidate Consent and Non-disqualification Form

Submission details

Method	Details
Email	admin@ngatirehia.co.nz
Hand delivery	Rūnanga Office, 2 Aranga Road, Kerikeri
Closing time	4.00pm on Friday 18 September 2026

Before submitting

Check that every question is answered, all declarations are signed, your CV is current and your contact details are correct. Keep a copy of the complete application for your records.

8. Expression of Interest and Candidate Profile Form

Full legal name

____

Preferred name

____

Residential address

____

Phone

____

Email

____

Current role or occupation

____

Connection

- [ ] I whakapapa to Ngāti Rēhia.
- [ ] I seek to demonstrate a connection to Te Riu o Ngāti Rēhia for consideration by the shareholder.

Please provide relevant whakapapa or connection information

____

Capability and experience

Tick the areas in which you can offer relevant capability or evidence.

- [ ] Social or affordable housing
- [ ] Finance, audit or risk
- [ ] Mātauranga Māori and tikanga
- [ ] Whānau engagement or advocacy
- [ ] Community relationships and partnerships
- [ ] Governance and strategy
- [ ] Legal, regulatory or compliance
- [ ] Other: __________

Describe the strongest contributions you would bring to the Board

____

Outline relevant governance, professional, housing, cultural or community experience

Why do you wish to serve as a Director?

List any other commitments relevant to your availability

Applicant declaration

I confirm that the information supplied is true and complete to the best of my knowledge. I understand that I am self-nominating through this EOI and that submitting an EOI does not guarantee appointment. I authorise the Company to use this information for the Director recruitment, eligibility review and appointment process.

Applicant signature

Date

9. Conflict of Interest Declaration

Declare interests that could reasonably be relevant to the Company's housing activities or create an actual, potential or perceived conflict. Write "Nil" where none apply and attach another page if needed.

Candidate name

Category	Details, or write "Nil"
Governance roles	
Employment, contracting or professional roles	
Business or financial interests	
Land, housing or property interests	
Trust, whānau or related-party interests	
Relationships with funders, suppliers, partners or regulators	
Current or anticipated transactions involving the Company	
Other actual, potential or perceived conflicts	

I confirm that I have disclosed all interests I reasonably consider relevant. I will update this declaration if circumstances change. If appointed, I understand that relevant interests will be entered in the Company's interests register and managed under the Constitution and applicable law.

Candidate signature

Date

10. Candidate Consent and Non-disqualification Form

Full legal name

Residential address

Email and phone

Candidate confirmations

- [ ] I am submitting this EOI as a self-nomination for consideration as a Director of Te Whare Tū Kāinga Limited.
- [ ] I consent, if appointed by the shareholder, to act as a Director of Te Whare Tū Kāinga Limited.
- [ ] I certify that I am not disqualified from being appointed or holding office as a Director of a company.
- [ ] I confirm that I whakapapa to Ngāti Rēhia or have supplied information demonstrating my connection to Te Riu o Ngāti Rēhia for consideration by the shareholder.
- [ ] I have completed the Conflict of Interest Declaration.
- [ ] I agree to comply with the Company's Constitution, applicable law, Board policies and confidentiality requirements.
- [ ] I understand that the Companies Office statutory consent process must also be completed if I am appointed.
- [ ] I understand that there is currently no plan to pay Director fees and that the Board is expected to meet quarterly, with additional meetings if required.

Candidate signature

Date

Applicant's final check

- [ ] EOI and Candidate Profile Form is complete.
- [ ] CV is attached.
- [ ] Conflict of Interest Declaration is complete and signed.
- [ ] Candidate Consent and Non-disqualification Form is complete and signed.

Thank you for your interest in Te Whare Tū Kāinga Limited.