



THE NEW ZEALAND ANGLICAN CHURCH PENSION BOARD Position Description – Board Member

ABOUT THE PENSION BOARD

The New Zealand Anglican Church Pension Board (“**ACPB**”) was established by the General Synod/te Hīnota Whānui (“**GSTHW**”) of the Anglican Church in Aotearoa New Zealand and Polynesia (“**the Church**”) in 1972. ACPB reports to GSTHW and its Standing Committee.

Under Title B Canon XIV of the Church, the objects of ACPB are principally to act as Trustee, Administrator and Investment Manager of various superannuation schemes for clergy and employees of the Church and other religious charitable organisations in accordance with the provisions of various trust deeds and applicable law. The main scheme is the Pension Fund, a defined benefit scheme for clergy funded by contributions from parishes. ACPB is also Corporate Trustee, Administrator and Investment Manager of:

1. Christian KiwiSaver Scheme, a restricted KiwiSaver Scheme under the Financial Markets Conduct Act 2013. The Scheme is restricted to church affiliated Christians, their families, and employees of Christian organisations; and
2. The Retire Fund, a closed restricted defined contribution scheme for employees of Christian organisations (including layworkers of the Church).

More details can be found at our websites: www.acpb.org.nz and www.christiankiwisaver.nz.

ACPB is the trustee and administrator of a trust that assists clergy in financial need, retired clergy with their health costs and clergy in the Diocese of Polynesia with their children’s education costs.

ACPB also provides certain ancillary services to the Church including being Trustee of a Sickness, Accident or Death Fund and providing administrative support for the Baptist Union Superannuation Scheme, the Anglican Insurance Board, the Anglican Legislation Unit, the Inter Church Bureau and the All Churches Insurance Bureau.

The Board has appointed a Chief Executive (CE) who is responsible for implementing the Board’s strategy, and for the leadership and operational management of the organisation. ACPB has funds under management of \$205m and an annual expenditure budget (net of external income) of \$2.1m. ACPB currently employs 14 FTE including professional investment management staff.

Most of ACPB’s funds are invested directly resulting in lower costs and efficient use of available tax exemptions. ACPB’s investment governance practices have been benchmarked against, and are in accordance with, good industry practice.

STRATEGY

ACPB’s vision is that the members of our Schemes will have financial peace of mind.

The Board has identified strong governance, effective risk management, great service, long term investment performance and operational efficiency as key determinants of success in delivering on its vision.

ACPB needs to be constantly growing its funds under management, and enhancing income from external services, in order to sustain its preferred in-house business model.

Two key supporting initiatives are currently underway:

- 1) the replacement of ACPB's IT systems, which while robust, are overly exposed to key person risk and technical obsolescence;
- 2) the rebrand and relaunch of our KiwiSaver Scheme, which is considered a key growth driver for the business.

BOARD COMPOSITION

There are eight members on the Board (see **Appendix 1** for current profiles). Four positions are elected at each ordinary session of the GSTHW (which occurs every two years) – three as representatives of the three Tikanga of the Church and one as a representative of the ordained clergy.

Four specialist positions are appointed by the Standing Committee of GSHTW at its first meeting following each ordinary session of GSTHW. Such persons must be knowledgeable about pensions and superannuation or have other relevant experience (e.g. legal, actuarial skills). One of these four is a Licensed Independent Trustee (LIT) under the requirements of the Financial Markets Conduct Act 2013.

The Board has appointed an Investment Committee of industry specialists, which includes at least one member of the Board, to govern ACPB's investment function. The Board, representative of the Trustee, sets each Fund's investment policy via a Statement of Investment Policy and Objectives ("SIPO") and the Committee monitors management activities within each SIPO, reporting to the Board on a regular basis.

THE ROLE

The Board's responsibilities include:

- overseeing ACPB, including its control, accountability, decision-making and compliance procedures
- ensuring that ACPB's goals are clearly established, and that strategies are in place for achieving them
- ensuring that effective risk management procedures are in place and are being applied
- establishing performance criteria for ACPB and monitoring the performance of the CE
- appointing the CE, setting the terms of the CE's employment arrangements and, where necessary, terminating the CE's appointment
- approving ACPB's strategy, business plans and policies
- ensuring that adequate plans and procedures are in place for succession planning in relation to Board members and the CE

- ensuring ACPB has appropriate corporate governance structures in place including standards of ethical behaviour

Key attributes of Board members include having:

- a strong empathy for the aims of the Church and those of ACPB, and, in the case of members appointed to be representatives of the three Tikanga of the Church or of the clergy, an ability to advocate for the needs of their particular group
- an ability to provide strategic thought to matters in issue
- a preparedness to question, challenge and critique
- the ability and knowledge to comprehend the wider commercial and economic framework in which ACPB operates and a competence to deal with current and emerging issues of the business
- a willingness to understand and commit to the highest standards of governance for ACPB
- time to undertake their responsibilities. The Board holds four meetings per year, usually in Wellington, but may hold additional meetings as required (e.g. a biennial strategic planning day). The meetings run for approximately six hours and would require Board members to invest a similar amount of time in preparation. Board members may occasionally be requested to participate in Board forums and other networking functions with clergy and other members of the Church.

New Board members will have the benefit of an induction programme aimed at deepening their understanding of ACPB and are expected to keep themselves abreast of changes and trends in the New Zealand superannuation and investments industry.

ACPB indemnifies Board members, and provides them with insurance cover while acting in their capacities as Board members (including any Committee roles).

Board members, with the exception of the Licensed Independent Trustee, are currently not entitled to remuneration, but may recover actual reasonable expenses incurred in undertaking authorised activities. Such expenses may include:

- Travel expenses associated with Board or Committee meetings, or other ACPB business;
- Costs associated with the attendance by a Board member at functions where the Board member is representing ACPB; and
- Other costs – including approved professional development expenses.

The Board regularly self-assesses its performance which includes undertaking an inventory of skills represented at the Board table to ensure they are suitable to discharge the Board's governance obligations.

APPROVED
February 2018

APPENDIX 1

Board Member Profiles

The Very Reverend Lawrence Kimberley BCom, ACA, BTheol

Chairman

Lawrence is the Dean of Christchurch Cathedral and a member of the Christchurch Diocesan Pension Committee. Lawrence was appointed by representatives of the Dioceses in New Zealand and has been on the Board since 2000.

Brendan O'Donovan MCom (Hons)

Brendan is a professional director with over 25 years' experience in the financial services industry. His most recent corporate role was as Chief Economist of Westpac Banking Group NZ. Brendan is Trustee for a number of superannuation funds and was appointed to the Board by the Standing Committee of GSTHW as the Board's Licensed Independent Trustee with effect from 1 April 2017.

The Venerable Don Rangi QSM

Don recently retired from public service and is engaged as an Ecumenical Chaplain to Maori at Wellington Hospital (CCDHB). He is the Vicar General of Te Hui Amorangi ki te Upoko o te Ika. Don was appointed to the Board by representatives of Te Pihopatanga o Aotearoa in 2016.

Tom Ricketts

Tom has worked in the banking industry for the majority of his professional life. He is currently a trustee of the Diocese of Polynesia, Deputy Chairman of the Fiji National Provident Fund and a director of a number of companies in Fiji. Tom was appointed to the Board by the Diocese of Polynesia in 2015.

Hugh Stevens BSc, BE (Hons), MBA

Hugh has worked in the financial services industry for over 15 years, both in New Zealand and overseas, and is currently Head of Funds Management for NZX. Hugh was appointed by the Standing Committee of the GSTHW and joined the Board in 2015.

The Reverend Vicki Sykes BA, Dip.Tchg, LTh, Grad.Dipl. NFP Management, MSocP (Hons)

Vicki is a self-employed consultant and was Chief Executive of Friendship House, an ecumenical community and social services agency in Manukau, from 1998 to 2015. She has also worked in education and Anglican Parish ministry. Vicki was elected on to the Board by the ordained ministers of the GSTHW in 2016.

David Wallace MBA, BMus

David is a manager in the superannuation division of a large financial provider. David was appointed to the Board in 2012 by the Standing Committee of GSTHW.