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| **WHANGANUI BAY MAORI RESERVATION TRUST****PAPAKAINGA O NGĀTI TE MAUNGA** |
| POLICY NAME: **ADMINISTRATION POLICY** | POLICY NUMBER: P010 |
| ORIGINAL AUTHORISATION: Chairperson | DATE: Sep 2017 |

Version Control:

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| Serial | Date | Change | Responsible | Sign |
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Associated policies: The associated policies include:

1. Maori Reservation Act.
2. Whanganui Bay Maori Reservation Charter P001.

Aim

1. The aim of this policy to add further detail to the administration responsibilities of the Trust.

Legal Entity

1. The Trust must perform administration tasks in order to:
	1. Minute meetings.
	2. Manage and draft correspondence.
	3. Manage registrations and register of beneficiaries.
	4. Manage the election process.
	5. Assist in drafting documents including:
		1. Strategic Plans
		2. Charters
		3. Policies
		4. Forms
	6. Administration of hui and wānanga, including bookings, advertising and registers.
	7. Visitors register.
	8. Action register.
	9. Incident register.
	10. Risk register.

Responsibilities

1. All Trustees are responsible for ensuring:
	1. They keep records of their own correspondence and documents with copies provided to the secretary.
	2. Keep Occupancy records.
	3. Meeting and AGM administration.
	4. Portfolio reports.
	5. Budget reports.
2. The Secretary and Assistant Secretary are to ensure that:
	1. Minute meetings.
	2. Manage and draft correspondence.
	3. Manage registrations and register of beneficiaries.
	4. Manage the election process.
	5. Assist in drafting documents including:
		1. Strategic Plans
		2. Charters
		3. Policies
		4. Forms
	6. Administration of hui and wānanga, including bookings, advertising and registers.
	7. Visitors register.
	8. Action register.

Filing and Archive of Information

1. Information must be filed as follows::
	1. Hard copies and e-copies of:
		1. Minutes
		2. Financials
		3. AGM
		4. Strategies
		5. Polices
		6. Reports
2. Information must be archived for 7 years at least as follows::
	1. Minutes
	2. Financials
	3. AGM
	4. Strategies
	5. Polices
	6. Official letters