

Charities Sector Group Charter

1.0 Summary

The Sector Group (“SG”) initiative provides an opportunity for some charities and other key stakeholders to engage and interact directly with Charities Services. The meetings provide a forum for discussion of stakeholders’ and Charities Services’ priorities, issues and perspectives, with the aim of strengthening the collective understanding of the charitable sector and Charities Services’ work.

2.0 Context and purpose

Charities Services vision is that its work contributes to a well-governed, transparent and thriving charitable sector with strong public support.

To achieve this, Charities Services’ approach is to be a modern, responsive and risk-based regulator. To be able to effectively respond to issues in the sector, Charities Services needs to engage directly with a wide range of stakeholders to understand the diverse views of the charitable sector.

The purpose of the SG is to provide a range of perspectives to support Charities Services to effectively contribute to a well-governed, transparent and thriving charitable sector.

Charities Services supports the sharing and networking opportunities across the sector that the SG provides by allocating sector-only time at each SG meeting.

The SG is one form of engagement with Charities Services and is not intended to represent the collective voice of the charitable sector.

The SG will be invited to comment on matters of policy, procedures and sector issues, in order to inform the thinking of Charities Services. Other government agencies with direct relevance to Charities Services’ work may also request comment on matters of policy, procedures and sector issues.

The SG will gain the opportunity to understand issues from the perspective of the regulator, and other areas of the charities sector; network with key stakeholders across the sector; and influence changes to policy, processes and resource development.

3.0 Membership

Core membership of the SG includes representatives from:

- Charity Law Association of Australia and New Zealand
- Chartered Accountants Australia and New Zealand
- Hui E! Community Aotearoa
- NZ Navigator Trust
- Philanthropy New Zealand
- Volunteering New Zealand

SG members will also include invited stakeholders from a range of different perspectives relevant to charities, such as:

- Aged
- Creative/Arts
- Education
- Ethnic communities
- Funders
- Health
- Housing
- International
- Māori
- Pacific
- People with disabilities
- Professionals
- Regional
- Religion
- Small voluntary based charities
- Social services
- Sport
- Umbrella groups
- Youth

Government agencies with a standing invitation to SG meetings include:

- DIA Policy
- DIA Community Operations
- Inland Revenue
- Ministry for Business, Innovation & Employment Companies Office

Other government agencies that have a direct connection with Charities Services' work may also be invited to attend the SG meetings.

SG members can nominate new members and representatives can identify their replacement from within their organisation. Suggestions for changes to membership can be proposed by members, and the final decision will sit with Charities Services.

Allowing for new voices and views to be heard, membership of the Sector Group is for a period of three years.

4.0 Roles and Responsibilities

Meetings will be chaired by two Co-Chairs: a representative from Charities Services, and a representative from the SG.

The role of the Co-Chairs, as outlined in the Co-Chair Job Description, is to work together, being free and frank in issues and processes, and to help the SG achieve its purposes including:

- Having oversight and enabling discussion.
- Providing guidance to the group to ensure that benefits of the forum are realised.
- Establishing and reviewing short term and long term goals to ensure the group and its benefits remain viable.
- Ensuring that ultimately the charitable sector benefits from the Sector Group meetings.
- Plan the scope and content of the Sector Group meetings in consultation with the other members.

Each of the Co-Chairs may have a deputy/secretary, or delegate where appropriate.

The Charities Services Co-Chair will be the Manager Engagement and Business Improvement.

The Sector Co-Chair will be appointed on an annual basis by the SG Members.

The role of Charities Services and other government agency members is to:

- Provide updates on their areas of work relevant to the SG, and the charities sector.
- Listen to the perspectives of the SG and consider how the different perspectives can be applied to their work.
- Explain any significant changes and upcoming changes to policy or processes and seek feedback.

The role of SG Members is to:

- Contribute diverse perspectives, especially from any sub-sector from which they come.
- Listen to the perspectives of the agencies, and other sector members.
- Participate in agenda items and discussions.

- Support sustainability by identifying new attendees and sector members to be given the opportunity to participate.

5.0 Values of the Sector Group

The following values have been agreed to by the SG and Charities Services, as a way to support and guide interactions:

- Transparent – ethical, responsible, representative
- Integrity – respect, trust, diversity
- Inclusive – collaborative, broad perspectives
- Relational – valued, collective support, communication

6.0 Meeting frequency and content

Meetings are expected to occur two to three times a year. Technology will be used to ensure regional participation.

Notification of meetings will be provided no less than six weeks before the meeting.

Suggested agenda items must be received by the Co-Chairs at least three weeks before the scheduled meeting.

Content for discussion will be informed by ongoing interactions with the group and identification of ‘hot topics’ or subjects of mutual interest, which may include:

- Charities Services’ functions and services including registration, communications, operational policy and education, reporting and compliance functions
- Discussion of Charities Services’ regulatory approach
- Communication of consequences
- Consultation on forms and other process or policy changes, and
- Other significant issues for the charities sector, relevant to Charities Services’ work.

The guiding principles and conduct of the group will operate under the *Chatham House Rule*,¹ designed to encourage openness of discussion of public policy. Participants may share information but neither the identity nor affiliation of the speakers may be revealed.

A post-meeting summary will be provided to communicate key discussion and action points. The Co-Chairs will review and agree the summary prior to distribution.

Evaluation of the meeting by the participants will take place at the end of each meeting.

¹ Chatham House Rule is a system for holding debates and discussion panels on controversial issues, named after the headquarters of the UK Royal Institute of International Affairs, based in Chatham House, London, where the rule originated in June 1927.

7.0 Resources

Meetings will be held either in Wellington, or by remote attendance through technology, e.g. video or telephone conference call. If in person, remote attendance will be made possible through video or telephone conference call to enable regional representation.

Where held in person, Charities Services will cover the costs of the venue and catering.

The SG members will meet their own travel costs.

There will be no fees for members to sit on the SG and no payment to them.

The Sector Co-Chair will be paid a fee in recognition of the preparatory work done before each meeting, and for administrative work done beyond the meetings, e.g. membership maintenance. Administratively, two days fees will be paid out for each meeting. These fees have been set in line with Cabinet Guidelines (as a level 4 committee).

8.0 Review

The Co-Chairs will review the effectiveness and viability of the SG every three years, including this Charter and the Co-Chair Job Description. Proposed changes will to be discussed and decided by the group.


9.0 Agreed

Date agreed: 11/2/2021


Date to be reviewed: 11/2/2024

Signed by current Co-Chairs

Charities Services Co-Chair:


Penelope Edgerley
Manager Engagement and Business Improvement

Sector Group Co-Chair:


Sector Co-Chair