

Raetihi Marae Committee

Terms of Reference

Purpose

1. These terms of reference formalise the relationship between the Raetihi Marae Trustees and the Raetihi Marae Committee.
2. The terms of reference describes the roles and responsibilities the Raetihi Marae Trustees have agreed the Raetihi Marae Committee can undertake.
3. The terms of reference also describes the limitations on the Marae Committee roles and responsibilities.

Roles and responsibilities

4. The Marae Committee is responsible for day to day operations on Raetihi Marae.
5. A Marae Kaitiaki shall be appointed as part of the Marae Committee this person holds the key responsibility of;
 - a. Managing bookings of the Marae and engaging with whānau and entities that book the Marae regarding rules of use, care and cleanliness of the Marae.
 - b. Maintaining an inventory and instruct on proper use and as much as practicable ensure retention of all Marae equipment including;
 - i. Crockery
 - ii. Cutlery
 - iii. Pots, Pans and other utensils used for cooking
 - iv. Tables, chairs, forms, stools
 - v. Mattresses
 - vi. Pillows
 - vii. Manchester
 - viii. Cleaning equipment
 - ix. Heating equipment
 - c. Receiving and receipting any cash or koha received. All monies received in relation to the Marae must be accounted for in a receipt book and deposited in the Raetihi Marae Account.
6. The Marae Committee must bring to the attention of the Marae Trustees any health and safety concerns immediately by contacting the Marae Trustee Chairperson.
7. The Marae Committee shall keep a good record of the types of functions the marae is being used for and where possible track approximate numbers. This information will help the Marae Trustees with any future planning.

Limitations

8. The Raetihi Marae Trustees cannot delegate any of their legal responsibilities that are defined in the Raetihi Marae Charter and in accordance with Te Ture Whenua Māori Act 1993.
9. The Marae Committee has no authority to make any building or structural adjustments, modifications, improvements or alterations to Raetihi Marae Property.

10. The Marae Committee has no authority to enter into any financial transactions on behalf of the Raetihi Marae.

Membership

11. The Marae Committee shall consist of;
- a. Caretaker/Grounds Keeper
 - b. Marae Kaitiaki
 - c. Tane and Wahine Paepae representatives
 - d. Two other members of the Marae whānau

Marae Committee Meeting dates

12. Meeting dates will occur on the 3rd weekend monthly or bi-monthly depending on the activity of the Marae.
13. The Marae Committee will appoint a person responsible for reporting to the Marae Trustee meetings at least bi-monthly.

Term of appointment

14. The term for the Raetihi Marae Committee will be aligned to the Raetihi Marae Trustees.
15. The Raetihi Marae Trustees have a right to disband the Raetihi Marae Committee at any time giving at least 2 weeks notice to the Marae Committee members.

Approved by the Raetihi Marae Trust on **DD MONTH YYYY**