

[appointee name]

[email address]

Tēnā koe [appointee name]

**Appointment as [Chair/Deputy Chair/member] of the Health Research Council**

Thank you for your willingness to serve on the Health Research Council (HRC).

I hereby appoint you as [Chair/Deputy Chair/member] of the HRC for a [term length] term commencing [commencement date] and ending on [end date]. Your appointment is made pursuant to section 8(1) of the Health Research Council Act 1990, and section 28(1)(a) [and clause 1(1) of Schedule 5 of the Crown Entities Act 2004 for the Chair and Deputy Chair].

The HRC has an important role to uphold public service principles and values. The HRC members are bound by the Code of Conduct for Crown Entity Board Members (the Code) issued under the Public Service Act 2020. Consistent application of the Code is critical to ensure boards, and board members, conduct themselves in a way that maintains public trust and confidence. The Code can be found on the Public Service Commission – Te Kawa Mataaho website ([www.publicservice.govt.nz](http://www.publicservice.govt.nz)).

Terms and conditions of your appointment (and additional information relevant to your role and duties) are attached. Any necessary further information will be provided by the HRC's Chief Executive.

Please formally acknowledge your appointment by signing the attached form, scanning and emailing this to [appointments@health.govt.nz](mailto:appointments@health.govt.nz).

Nāku noa, nā

[name of appointing authority]

[role]

cc [Chair], Health Research Council, [email address]  
[Chief Executive], Health Research Council, [email address]  
Statutory Appointments and Integrity Services, [appointments@health.govt.nz](mailto:appointments@health.govt.nz)

## MEMORANDUM

To: Stasha Mason  
Manager, Statutory Appointments and Integrity Services  
Ministry of Health

Email: [appointments@health.govt.nz](mailto:appointments@health.govt.nz)

Subject: **Appointment as [Chair/Deputy Chair/member] of the Health Research Council**

From: [appointee name]

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1. I acknowledge my appointment as [Chair/Deputy Chair/member] of the Health Research Council under section 8(1) of the Health Research Council Act 1990, and section 28(1)(a) [and clause 1(1) of Schedule 5 of the Crown Entities Act 2004 for Chairs and Deputy Chairs] commencing on [commencement date] and ending on [end date].
2. I have read, understand, and agree to abide by the Code of Conduct for Crown Entity Board Members issued under the Public Service Act 2020.
3. I have read, understand, and accept the terms and conditions of my appointment.

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Signed

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Date