



## **MESSAGE AOTEAROA NEW ZEALAND**

### **Te Rōpū Kaitiaki Role Description: Co-Chair**

**Hours per week:** Approx. 6-10 hours includes a regular monthly General (Te Rōpū Kaitiaki) Meeting

**Term:** Two years and may be re-appointable.

#### **Responsibilities:**

- Sit on the MANZ Inc. Te Rōpū Kaitiaki
- Preside over meetings and AGM.
- Ensure conduct of organisation according to its Constitution and Rules.
- Oversee implementation of the organisation's Strategic Plan and prioritise tasks where necessary.
- Oversee individual officers/members to complete their role descriptions, delegate tasks to them and provide input.
- Oversee the work of the General Administrator and other subcontractors. Provide input into Te Rōpū Kaitiaki agenda and action plans.
- Liaise on projects and provide guidance and input where necessary to facilitate operational procedures and changes.
- Receive Te Rōpū Kaitiaki meeting minutes from the General Administrator to check after each meeting.
- Sign membership certificates and Annual Practicing Certificates.
- Work collegially and in good faith with the other co-chair to organise tasks between you.
- Be involved in any working group/s set up by Te Rōpū Kaitiaki to progress the strategic plan as agreed by Te Rōpū Kaitiaki.
- Liaise with other agencies, government departments and interested groups as required.
- Work with MANZ Magazine Editor (or equivalent) and General Administrator to facilitate the MANZ Magazine and member contributions.

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#### **All Te Rōpū Kaitiaki shall have desired skills and attributes in the following ways:**

- Understanding of the role of governance in a not-for-profit organisation.
- Knowledge and skills in more than one area of governance: advocacy, corporate secretarial practice, cultural responsiveness, education, finance and fundraising, policy, publicity, and marketing, and/or strategic planning.
- Contributions to and a commitment to the Constitution and Strategic Plan
- Adhere to the MANZ Code of Conduct for all Members.
- Be a good team player, and progress projects agreed upon by Te Rōpū Kaitiaki.

#### **All Te Rōpū Kaitiaki are required to:**



- Be fully conversant with the MANZ Constitution and adhere to policies and procedures.
- Collaborate in governance decision making as regards the implementation of the Strategic Plan.
- Commit to honouring Te Tiriti o Waitangi and include this commitment in all facets of governance.
- Keep up with current legislation relevant to and applicable to the Professional Association.
- Disclose any Conflict of Interest as it arises during the Term of Officer of Te Rōpū Kaitiaki.
- In accordance with individual skillsets, oversee and lead a sub-committee or working group to help fulfil the annual Strategic Plan.
- Attend at least 80% of the total number of annual Te Rōpū Kaitiaki meetings to fulfil their role description.
- Have access to the internet, email and digital platforms used by Te Rōpū Kaitiaki.
  - Submit agenda items to General Administrator one week before each Te Rōpū Kaitiaki meeting.
  - Respond to Te Rōpū Kaitiaki correspondence promptly.
  - Include MANZ Co-Chairs and General Administrator plus relevant persons into emails for good information sharing, and to work cohesively within the team.
- On request, provide annual reports for the AGM, and working group or sub-committee project updates or contribute a report to the Magazine by the deadline.
- If terminating the role prior to the full term of the position, four weeks written notification to cease to hold office must be received by the Co-Chairs.
  - Facilitate handover of role to the relevant Te Rōpū Kaitiaki oncoming member.
- Pre-approval for all expenditure must be gained by the Te Rōpū Kaitiaki.
  - Send expenses to the Treasurer, including all receipts and invoices and cc. General Administrator.