

### **NZISA President Job Description**

The President is the principal leader of the New Zealand Ice Skating Association and has overall responsibility for NZISA's administration.

The President sets the overall annual Council agenda (consistent with the views of members), helps the Council prioritise its goals and then keeps the Council on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Council meetings and communication with members and the wider community.

#### ***Responsible To***

The President is elected by the members and responsible for representing the views of the members and other stakeholders.

#### ***Responsibilities and Duties***

The President should:

- manage Council meetings;
- manage the annual general meeting;
- represent the NZISA at national and international levels;
- initiate and be responsible for the content of regular written communication with the members;
- assist in ensuring that important work and responsibilities are completed, including ISU "Obligations of Members";
- act as a facilitator for NZISA activities;
- work with SPARC, NZOC and other agencies to assist in creating and adapting policies and requirements to meet our needs as well as theirs;
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

#### ***Knowledge and Skills Required***

Ideally the President is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the Constitution, policy and by-laws, and obligations to the ISU and the duties of all office holders and committees; and
- is a supportive leader for all the organisation's members.

#### ***Estimated Time Commitment Required & Period of Appointment***

The estimated time commitment required as the President of the NZISA is 20 hours per week. However, workload will often exceed this during busy periods.

The President is appointed for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### **NZISA Secretary Job Description**

The Secretary is the chief administration officer of the NZISA. This person provides the coordinating link between members, the Council and outside agencies.

The secretary is directly responsible to the Council and the members and stakeholders of the NZISA.

#### ***Responsibilities and Duties***

The Secretary should:

- prepare the agenda for NZISA meetings in consultation with the President with input from other Councillors;
- make arrangements including venue, date, times and hospitality for NZISA meetings;
- send adequate notice of the meetings;
- collect and collate reports from office bearers;
- call for and receive nominations for Council, committees and other positions for the NZISA AGM;
- take the minutes of meetings and write up the minutes as soon as practical;
- read, action and file correspondence promptly;
- forward relevant information to Council, the Technical Committee or to clubs, officials, coaches or the members' eLists as appropriate;
- ensure that copies of all documents that contain financial or monetary information are forwarded to the Treasurer;
- maintain registers of affiliated organisations and their addresses, and life members' names, occupations and addresses;
- maintain files of legal documents such as constitutions, leases, contracts and titles;
- act as the public officer of the NZISA liaising with members of the public, affiliated bodies and government agencies;
- other tasks: respond to general duties as directed by the NZISA Council.
- Prepare the NZISA Communications, in conjunction with the President, and circulate.

#### ***Knowledge and Skills Required***

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the constitution.

#### ***Estimated Time Commitment Required***

The estimated time commitment required as the Secretary of the NZISA is 30 hours per week. However, workload may exceed this during busy periods.

The Secretary is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### **NZISA Treasurer Job Description**

The Treasurer is the chief financial management officer for the NZISA.

#### ***Responsible To***

The Treasurer is directly responsible to the Council, members and stakeholders of the NZISA.

#### ***Responsibilities and Duties***

The Treasurer should:

- keep the NZISA's books up-to-date;
- send out invoices;
- pay only bills and expenses which have been authorised by policy, by-laws, rules or a resolution of Council;
- ensure that membership fees to the ISU are paid on time;
- sign and file the GST returns;
- keep a proper record of all payments and monies received;
- prepare a budget, update it regularly, and keep Council informed on the situation;
- make sure financial reports are produced and understood at all Council meetings (and include event income and expenditure reports for all major NZISA events);
- provide copies of bank statements and a reconciliation report for all Council meetings;
- show evidence that money received is banked and documentation provided for all money paid out;
- ensure that information for an audit is prepared each year;
- arrange the audit;
- produce an annual financial report;
- file the annual financial statements with the Companies Office;
- prepare and file reports with the ISU or charitable trusts on grants made to competitors and officials (within timeframe specified);
- prepare (part B of) the ISU "C" Contribution report (due by 1 November each year); and
- receive competition entries for Nationals and other NZISA-run competitions and create lists of competitors for the club/committee hosting the event.
- Filing Charities Commission annual return

#### ***Knowledge and Skills Required***

Ideally the Treasurer is someone who is:

- well organised;
- able to allocate regular time periods to maintain the books;
- knowledgeable in accounting principles and GST;
- able to keep good records;
- aware of information which needs to be kept for the annual audit; and
- is experienced with MYOB software.

#### ***Estimated Time Commitment Required***

The estimated time commitment required as the Treasurer of the NZISA is 20 hours per week. However, workload will often exceed this during busy periods.

The Treasurer is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### **NZISA Councillor / Vice-President Job Description**

The NZISA Councillors (including the Vice-Presidents) are responsible along with the other officers on Council for the administration of the NZISA. The Vice-Presidents have the additional role of taking over the role of the President at times when the president is unavailable.

#### ***Responsible To***

The Council and members and stakeholders of the NZISA.

#### ***Responsibilities and Duties***

A Councillor or Vice-President should:

- participate in the review and creation of policy; and
- take on one or more portfolios.

The Vice-Presidents have the additional responsibilities of:

- taking over the President's role when he/she is unable.

#### ***Knowledge and Skills Required***

Ideally a Councillor or Vice-President is someone who is:

- well organised; and
- knowledgeable in the NZISA and ISU rules.

Additionally, the Vice-Presidents are people capable of:

- leading the organisation if the President is unable.

#### ***Estimated Time Commitment Required***

The estimated time commitment required as a Councillor or Vice President of the NZISA is 10 hours per week. However, workload will often exceed this during busy periods.

The Councillor/Vice-President is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### National Technical Committee Chairperson Job Description

The TC Chairperson is the principal leader of the NZISA Technical Committee and has overall responsibility for Technical Committee's administration.

The TC Chairperson sets the overall annual Technical Committee agenda (consistent with the views of members and the NZISA Council), helps the Technical Committee prioritise its goals and then keeps the Technical Committee on track by working within that overall framework. At the operational level, the major function of the TC Chairperson is to facilitate effective Technical Committee meetings.

#### ***Responsible To***

The TC Chairperson is elected by the Technical Committee and responsible for representing the views of the stakeholders and in ensuring that directives from Council are carried out. Unless directed otherwise by a resolution of Council or by Policy, the Technical Committee always reports to the NZISA Council.

#### ***Responsibilities and Duties***

The TC Chairperson should:

- chair National Technical Committee meetings;
- ensure that all TC Portfolios are assigned; and
- act as a facilitator for Technical Committee activities.

#### ***Knowledge and Skills Required***

Ideally the TC Chairperson is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a working knowledge of the Rules & Regulations, ISU Regulations, Constitution, Policy and by-laws and the duties of all office holders and committees; and
- is a supportive leader for all the organisation's members.

#### ***Estimated Time Commitment Required & Period of Appointment***

The estimated time commitment required as the TC Chairperson of the NZISA is 2-4 hours per week. However, workload will often exceed this during busy periods.

The TC Chairperson is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### National Technical Committee Secretary Job Description

The National TC Secretary provides the coordinating link between members, the Technical Committee and Local Technical Committees.

The National TC Secretary is directly responsible to the Technical Committee. Unless directed otherwise by a resolution of Council or by Policy, the Technical Committee reports to the NZISA Council.

#### ***Responsibilities and Duties***

The Secretary should:

- prepare the agenda for National Technical Committee meetings in consultation with the National Technical Committee Chairperson and the members of the Technical Committee;
- distribute new ISU Communications to members and inform them of the date they will become effective;
- make arrangements including venue, date, times and hospitality for National Technical Committee meetings;
- make arrangements including venue, date, times for forums around Nationals;
- send adequate notice of the meetings;
- collect reports from Technical Committee members and forward to Council as appropriate;
- take the minutes of National Technical Committee meetings;
- prepare Nationals announcements for approval by the committee;
- ensure skater eligibility for Sub-Association and National Championships is checked;
- be directly responsible for correspondence;
- attend forum meetings at Nationals;
- prepare regular technical committee reports to be forwarded to the Council providing information on activities within the Technical Committee; and,
- prepare, in consultation with the committee, the annual Technical Committee report for the AGM.

#### ***Knowledge and Skills Required***

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised and can delegate tasks;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the NZISA Rules and Regulations and the ISU Regulations.

#### ***Estimated Time Commitment Required***

The estimated time commitment required as the Technical Committee Secretary is 10 hours per week. However, workload will often exceed this during busy periods.

The Technical Committee Secretary is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

### Technical Committee Member Job Description

The NZISA Technical Committee is responsible for advising the Council on matters regarding rule changes, for organising officials for competitions, and for processing TC registrations and Medal Test Report Forms.

All Technical Committee members serve on the National Technical Committee and their local Technical Committee.

#### ***Responsible To***

The Council, the clubs and members of the NZISA.

#### ***Responsibilities and Duties***

A Technical Committee member should:

- attend local-area technical committee meetings;
- attend National technical committee meetings;
- participate in the review of and suggesting changes to the NZISA rules and regulations;

#### ***Knowledge and Skills Required***

Ideally a Technical Committee member is someone who is:

- knowledgeable in the NZISA and ISU rules.

#### ***Estimated Time Commitment Required***

The estimated time commitment required is 1-3 hours per week. However, workload will often exceed this during busy periods.

Technical Committee members are appointed for a one- or two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.