



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Committee Member

Role Description

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Position Specification

Position Title: Committee member

Responsible to: Chairperson Enrolled Nurse Section NZNO
Enrolled Nurse Section NZNO Members
Enrolled Nurse Section Annual General Meeting (AGM)

Functional Relationships: Chairperson Enrolled Nurse Section NZNO
Enrolled Nurse Section Members NZNO

Position Specification: Be an Enrolled Nurse with an Annual Practising Certificate (APC), who has transitioned and has a portfolio. Is actively involved at a Regional Enrolled Nurse Section level.

- The Enrolled Nurse Section Committee takes on the ultimate legal and financial responsibility for all the activities of the enrolled nurse section
- They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations
- The role of the Enrolled Nurse Section Committee is summarised below:

Vision and Leadership:

- Committed to the vision, mission and values of the Enrolled Nurse Section
- Provide strategic direction, including agreeing and monitoring strategic plans
- Keep informed of the activities of the organisation and the wider issues that affect its work
- Ensures the work of the enrolled nurse section is monitored and evaluated

Accountability & Legal Responsibilities:

- Ensures the enrolled nurse section complies with its governing document “Enrolled Nurse Section Rules” and NZNO Section & College Committee Handbook

- Ensures the Enrolled Nurse Section NZNO makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets
- Ensure that risks to the enrolled nurse section, its committee and its members are at an acceptable level and are effectively managed
- Accountable to the enrolled nurse section membership and NZNO
- Expenses are covered as per the NZNO Section & College Committee Handbook

Financial Management:

- Understand the financial position of the enrolled nurse section
- Ensure the enrolled nurse section finances are properly managed
- Ensure the enrolled nurse section operates within its agreed accounting policies
- Ensure adequate financial resources for the enrolled nurse section
- Contribute to any fundraising strategies
- Effectively supports the Chairperson, Secretary and Treasurer in their roles when required

Qualities and Skills of Committee Members:

- Good leadership skills
- Understanding of and commitment to the enrolled nurse sections vision & values
- Good communication and interpersonal skills
- Impartiality and fairness
- Ability to respect confidences
- Ability to work well with Chairperson, Secretary, Treasurer, other Committee members and Section NZNO Professional Nursing Advisor
- Participate and contribute effectively to any consultation documents internally and externally pertaining to enrolled nursing, nursing and the health industry as a whole
- Competent computer skills and knowledge of Microsoft and Excel programmes
- May be allocated other tasks / positions within the committee as required
- There is no LWOP payable for attending national committee meetings. If employed by a DHB it is covered by the DHB/NZNO MECA
- Commitment to attend 3 meetings in Wellington and the annual Enrolled Nurse Section Conference and Committee meeting following. Total of 9 days
- Have access to the internet and email

Meeting Preparation:

- Attend meetings, either face to face or teleconference, prepared, having read background documents/papers, previous meeting minutes, with own comments / discussion points
- Notify chairperson of any matters would like discussed under general business
- Address the meeting through the Chairperson- speeches, debates, comments, questions
- Notify Chairperson in advance if unable to attend meeting
- Travel to meetings is booked by a nominated committee member

Time Commitment Required:

The term of office for Committee members is as specified in the Enrolled Nurse Section NZNO Rules.

The role generally requires a commitment of approximately 3 hours per week, which may vary depending on submissions, email received in and email out etc