



**Enrolled Nurse Section**  
NEW ZEALAND NURSES ORGANISATION

## **CHAIRPERSON**

### **Role Description**

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### **Position Specification**

**Purpose of the Position:**

The primary purpose of the Chairperson is to be the leader and voice of all enrolled nurses in New Zealand and of the Enrolled Nurse Section NZNO

**Position Title:** Chairperson

**Position Specification:** Be an enrolled nurse with an Annual Practicing Certificate (APC) who has transitioned and has a portfolio. Should have a good knowledge of the scope of practice of enrolled nurses and enrolled nursing in New Zealand. Is actively involved at a Regional Enrolled Nurse Section Level.

**Responsible to:** Enrolled Nurse Section Committee,  
Enrolled Nurse Section Members  
Enrolled Nurse Section AGM

**Direct reports:** Enrolled Nurse Section National Committee  
Enrolled Nurse Section members  
NZNO Professional Nursing Advisor

**Functional Relationships:** Enrolled Nurse Section National Committee  
Regional Enrolled Nurse Section Chairpersons  
Enrolled Nurse Section members  
NZNO Professional Nursing Advisor  
NZNO Administration staff  
Internal NZNO Colleges & Sections  
External nursing organisations  
Nursing Council of New Zealand  
Ministry of Health – Chief Nurse  
All areas of Media in New Zealand

**Key Responsibilities:**

- The Chairperson is vested with the responsibility and the authority of the National Committee and the enrolled nurse section members as a whole
- The Chairperson has a strategic role to play in representing the vision and purpose of the Enrolled Nurse Section
- The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

**Ensure the committee functions properly:**

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Enrolled Nurse Committee.

**Ensure the Enrolled Nurse Section is managed effectively:**

- To liaise with the NZNO Professional Nursing Advisor, as appropriate, to keep an overview of the enrolled nurse section affairs
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met
- To facilitate change and address conflict, within the committee liaising with the Professional Nursing Advisor to achieve this

**Represent the Enrolled Nurse Section:**

- To communicate effectively the vision and purpose of the Enrolled Nurse Section
- To advocate for the enrolled nurse and represent enrolled nurse's and the enrolled nurse section at external meetings and events
- To be aware of current issues that might affect enrolled nurses and the enrolled nurse section
- Willing to speak publically at National Forums on Enrolled Nursing Issues
- Engage with media as the NZNO media spokesperson on Enrolled Nursing issues or on behalf of the Enrolled Nurse Section NZNO
- Submit submissions, reports to NZNO and external organisations

**Qualities and Skills Required:**

- Good leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Tact and diplomacy
- Understanding of the roles/responsibilities of the committee
- Experience of organisational and people management
- Be up to date with the Enrolled Nurse Section Rules, Strategic Plan, Business & Operational Plan, Standards of Practice for Enrolled Nurses
- Sound knowledge of NZNO, its structures, internally, nationally and regionally and the NZNO Constitution
- Competent computer skills and knowledge of computer programmes of Microsoft, Excel, etc
- The committee role description and person specification also applies to this position
- Have access to the internet and email

**Vice –Chairperson:** In the absence of the Chairperson the Vice Chairperson will assume the role of the Chairperson

**Time Commitment:** The role of Chairperson requires an estimated commitment of approximately 28 hours or more per fortnight. The NZNO Professional Nursing Adviser assigned to the section is available to liaise with on a very regular basis and for support.

As per the Enrolled Nurse Section Rules NZNO 2015, 3. Structures of National Committee, (a) National Committee (v)

***“The past Chairperson /Treasurer of the Enrolled Nurse Section National Committee will take up an advisory position to the Enrolled Nurse Section to ensure smooth transition for the new Chairperson and Committee. They will not attend meetings but can be co-opted as per ( c ) powers (iv) if needed.”***

The Enrolled Nurse Section National Committee highly recommends that the incoming Chairperson utilises this advisory position as per the Enrolled Nurse Section NZNO Rules 2015.