

# **Chairperson Job Description draft**

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**New Zealand Nurses Organisation  
College of Stomal Therapy  
Nursing**

### **Purpose of Position:**

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The NZNOCSTN is an official representative and is responsible for ensuring the committee carries out the work as mandated by the members. The chairperson assists in the co-ordination and planning of the committee's work, ensuring both the committee and the members voices are heard and fairly represented.

### **Position in Organisation:**

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The NZNOCSTN Chairperson is responsible to NZNO, the NZNOCSTN Executive Committee and the college membership.

### **Terms of Appointment:**

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The Chairperson is an elected member of the committee and volunteers or is appointed by the committee for a period of two years. This is concurrent with the term of office.

If re-elected for a second consecutive term on the NZNO College of Stomal Therapy Nurses committee renewal of the chairperson's role is by appointment or by mutual agreement.

A new chairperson will be provided with orientation and advised of any available training through NZNO. It is expected that the previous chairperson will make themselves available for consultation and orientation for this role.

### **Termination of Appointment:**

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Termination of the Secretary position is by resignation in writing to the Chairperson or by non-selection at the next Executive Committee election or completion of the term.

## **Person Specifications:**

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The NZNOCSTN Chairperson will be/have:

- Be committed and passionate about Stomal Therapy Nursing in New Zealand
- Understand NZNO organisational roles and structure
- Able to reliably commit to the role
- Have excellent leadership skills
- Is a team player and is able to communicate effectively
- Readily disseminate information relevant to the College of Stomal Therapy Nurses NZNO committee and membership
- Understand committee roles and responsibilities
- Be approachable, fair, diplomatic and tactful
- Respect confidences

## **Key Tasks and Responsibilities:**

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- Ensure the rules of the College and NZNO are upheld in liaison with the Professional Nurse Advisor (PNA) NZNO
- Acts as the College of Stomal Therapy Nurses NZNO representative
- In collaboration with the secretary sets the agenda of College committee meetings
- Ensures there is a quorum for meetings
- Presides over the College of Stomal Therapy Nurses NZNO committee meetings
- Ensures the agenda is adhered to and runs to time
- Ensures each committee member is treated respectfully
- Works with committee to ensure new committee members receive orientation, training and mentorship to their committee role
- Works with committee to develop succession planning within committee
- Liaises between the committee and the PNA
- Presents written and oral reports at the College of Stomal Therapy Nurses NZNO annual general meeting and NZNO College and Section Day
- Represents the College of Stomal Therapy Nurses NZNO at the NZNO AGM
- Provides a written report for each edition of 'The Outlet'
- Authorises content for 'The Outlet' prior to publication
- Acts as co-signatory with the treasurer on College of Stomal Therapy Nurses NZNO where required for financial transactions.

