

Executive Committee Member Job Description

New Zealand Nurses Organisation College of Stomal Therapy Nursing

Purpose of position:

The NZNOCSTN Executive Committee Member takes on the legal and financial responsibilities of the college on behalf of the membership. They maintain an overview of policy and strategic direction of the College, seeking guidance and acting as a voice of the membership.

Position in Organisation:

The NZNOCSTN Executive Committee Member is responsible to NZNO, the NZNOCSTN Executive Committee and College membership

Terms of Appointment:

The Executive Committee Member is elected by the members of the NZNOCSTN or seconded by the current executive committee for a 2 year term.

May re-stand for a second term of service on the NZNOCSTN Executive Committee.

Termination of Appointment:

Termination from the executive committee is either by resignation in writing to the Chairperson or by non-selection at the next executive committee election or completion of elected term.

Person Specifications:

The Executive Committee Member/s will be:

- Motivated and committed to the NZNOCSTN membership and Executive Committee
 - Proficient in communication and interpersonal skills.
 - Impartial and fair
 - Motivated and committed to represent and serve NZNOCSTN members
 - Reliable
 - Honest
 - Able to act with integrity
 - Able to respect confidences
 - Able to work independently as well as a team member
 - Able to see tasks through to completion
 - Committed to working within the parameters of the Treaty of Waitangi framework.
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Key Tasks and Responsibilities:

- If the Executive Committee Member is assigned to a specific role within the committee they are responsible for maintaining this job description and the performance of the functions outlined in it
- Be familiar with the NZNO Section and College Handbook
- Support other Committee Members in their specific roles
- Uphold the values and objectives of NZNOCSTN
- Comply with rules and guidelines of the NZNOCSTN and NZNO rules and regulations
- Act in the best interest of NZNOCSTN and its membership
- Attend meetings (approximately two face to face meetings at an agreed site, two teleconferences annually)
- Be prepared for meetings by reviewing relevant material prior to meeting
- Contribute to meeting agenda bringing any issues presented to you from the membership
- Contribute news and/or other items to be distributed to members via "*The Outlet*"
- Encourage and support members to contribute to "*The Outlet*"
- Listen to others and consider others ideas carefully in a neutral manner
- Clarify points to obtain full understanding
- Voice concerns and opinions, offer and accept constructive feedback in a non-confrontational manner
- Respect confidences
- Participate fully contributing to meetings in a professional and non-confrontational manner, respecting others opinions, input, ideas and knowledge

- Contribute to current projects being undertaken by the Executive Committee
- Be a team member but work independently as required
- Contribute to the organizing and running of bi annual conference and BGM

Vision and Leadership

Accountability & Legal Responsibilities

- To ensure the college complies with its governing document (NZNO)
- To ensure the college keeps within the rules and regulations of NZNO, NZNOCSTN and Nursing Council
- To ensure the college makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets
- To be accountable to membership, governing authorities and other stakeholders.

Financial & Staff Management

- To understand the financial position of the college.
- To ensure the college's finances are properly managed.
- To ensure the college operates within its agreed accounting policies.
- To effectively support the treasurer.

Time Commitment Required

- The term of office for Executive Committee Members is a maximum of two terms (four consecutive years)
- The role generally requires a commitment of approximately four hours per month.