



# NZHRA Executive Committee

The Executive Committee of the New Zealand Hot Rod Association (NZHRA) is made up of one elected representative from each NZHRA Zone in New Zealand, and are known as Zone Directors. There are 11 Zone Directors and 1 elected President forming the Executive Committee. A North Island Vice President and a South Island Vice President are elected from the existing Executive Committee.

## Job Description - Zone Director

### ***Responsible for:***

Governing, promoting and administering the sport of hot rodding for NZHRA Member Clubs and their Members throughout New Zealand.

### ***Responsible to:***

NZHRA Membership, Executive Committee and Member Clubs of their Zone.

### ***General responsibilities:***

- Act within the current NZHRA Constitution, Rule Book, Code of Conduct, and other policies, procedures and guidelines as established by the NZHRA.
- Meet all legal requirements that cover the day to day running of the NZHRA, including but not limited to:
  - Employment
  - Health and Safety
  - Incorporated Societies
  - Land Transport
  - Privacy
  - Finance
- Manage and/or consult on specific areas as allocated by the President and Executive Committee from time to time, in the form of portfolios.
- Consult with, speak on behalf of and be answerable to NZHRA Membership, Executive Committee and Clubs and Members in their Zone.
- Represent NZHRA on behalf of the Executive Committee, Member Clubs or Membership to sponsors, potential sponsors, wider public, government entities, or other organisations.

## ***Specific responsibilities:***

### **Executive Meetings**

- Attend all meetings of the Executive Committee.
- Work as a team member toward the success of the Association, in whatever form that takes.
- Assist in the preparation of the agenda, bring Zone business to the notice of the Executive Committee, and follow up on agreed actions.
- Provide input towards and accept accountability for all decisions voted upon.
- Assist in the planning and subsequent implementation of strategies for the future of NZHRA, as agreed by the Membership.
- Work with the NZHRA Executive to ensure the effective and efficient day to day running of the Association, as well as to satisfy the Association's legal and moral responsibilities.

### **Executive Forum**

- Maintain strict security around your username and password details, as well as the details around any current or past forum discussions.
- Log in to the forum at least 3 times per week, but preferably every day, to contribute where necessary, and to keep informed of all Association issues.
- Ensure you are working from the most recent forms, procedures and other documents, by referring to the Document Register, held in the thread "Forms".
- All posts should remain professional at all times.

### **Zone Meetings**

- Arrange to hold a minimum of three Zone Meetings per year, ideally prior to the Executive meetings, in order to best represent your Zone to the Association. Use these opportunities to gain opinions and issues which you can raise on their behalf.
- Report to the Executive Committee on Zone meetings, in the form of written minutes, both at Executive meetings and uploaded to the Executive forum.
- Be informed of the following Association procedures, so that you can assist Clubs with the relevant processes:
  - submission of remits
  - election of Zone Directors
  - election of President
  - nomination for Life Membership
- Attend the meetings of Member Clubs in your Zone, if requested.
- Arbitrate any disputes with your Zone, reporting to the Executive Committee on your progress towards resolutions and/or any decisions made.

## Events

- Maintain a Zone events calendar, to avoid any potential conflict of dates.
- Assist Clubs with the Sanctioning process, including
  - advice on insurance coverage and other implications
  - deliver the Sanctioning Form to the event organiser and assist with completion
  - assign and collect the appropriate fee, according to the most recent Sanctioning Fee Schedule
  - sign and forward the application, and any fee, to the NZHRA office in a timely manner.
- Ensure NZHRA rules and regulations are adhered to, and that Member Clubs are representing the NZHRA to the public in an appropriate manner.
- Attend speed events in conjunction with Area Stewards, ensuring safety requirements are met, and Day Affiliations are charged and passed on to NZHRA.
- Attend events as required by the Executive Committee, to represent the NZHRA, sell merchandise and provide advice to Members and public.
- Support other Zone Directors, if required, in carrying out their roles and responsibilities at events.
- If judging shows, do so in accordance with the protocols already established by the NZHRA.

## Administration

- Maintain appropriate documentation, as required from time to time. eg., Expense Claim forms, Minutes, etc.
- Ensure that the NZHRA office has your most recent contact details.
- Arrange travel to Executive meetings in a timely and cost effective manner.
- Establish and maintain clear and timely communication between the NZHRA office, Clubs, Members, Executive Committee and President.
- Contribute to the running of NZHRA as required, for example:
  - preparing reports
  - assisting with developing procedures and other documentation
  - monitoring and approving expenditure
  - providing feedback to office staff, where requested
  - following up on Clubs for information
  - manage flow of correspondence in a timely manner
  - ensure thorough and detailed adherence to existing procedures
- Generally keep informed and up to date on NZHRA matters, by reading information sent from office, joining Executive forum discussions, background reading, talking with individual members, seeking outside opinion.
- Maintain regular general communication with Clubs.