



Job Description - NZHRA President

Purpose:

To provide leadership and co-ordination to the Executive Committee, and represent the Executive Committee to Clubs, Members, staff and others (sponsors, government organisations, the general public).

Responsible to:

The NZHRA Executive Committee, Clubs and Membership.

Responsibilities:

Executive Meetings

- Consult with Zone Directors and staff to organise the agenda for all Executive Meetings.
- Chair the Executive meetings.
- Report on the progress of plans and activities of NZHRA.
- Arrange for meeting preparation and minute taking, with staff.
- Ensure that any decisions made are lawful, within NZHRA Constitution and Rules, policies and guidelines, and that Executive Committee members are acting within their Code of Conduct.

Administration

- Work with the Executive Committee and individual Zone Directors to investigate complaints and issues that may arise.
- Supervise the NZHRA office, ensuring policies and procedures are implemented, and that the day to day running is carried out in efficient and effective manner.
- Ensure that the office supports the work of Zone Directors and/or the Executive Committee.
- Generally oversee staff performance, including carrying out annual appraisals.
- Oversee the financial management of NZHRA, ensuring that decisions made on a day to day basis are totally in line with decisions made during Executive meetings.
- Ensure audit trails are adhered to.
- Establish and maintain clear and timely communication between the NZHRA office, Zone Directors and Member Clubs.

Represent NZHRA

- Attend National and other events and functions and speak on behalf of the NZHRA.
- Act as signatory on any and all official paperwork.