

NZIFSA President Job Description

Version 6.2 (11 July 2017)

The President is the principal leader of the New Zealand Ice Figure Skating Association and has overall responsibility for NZIFSA's governance.

The President sets the overall annual Board agenda (consistent with the views of members), helps the Board prioritise its goals and then keeps Board on track by working within that overall framework. The major function of the President is to facilitate the effective running of the NZIFSA and communication with members and the wider community.

Responsible To

The President is elected by the members and responsible for representing the views of the members and other stakeholders.

Responsibilities and Duties

The President should:

- manage Board meetings;
- manage the annual general meeting;
- represent the NZIFSA at national and international levels;
- initiate, in conjunction with the Board and CEO, the content of regular written communication with the members;
- act as a facilitator, in conjunction with the CEO, for NZIFSA activities;
- work with Sport NZ, NZOC and other agencies to assist in creating and adapting policies and requirements to meet our needs as well as theirs;
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the Constitution, policy and by-laws, and obligations to the ISU; and
- is a supportive leader for all the organisation's members.

Period of Appointment

The President is appointed for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Secretary Job Description

The Secretary is an administration officer of the NZIFSA. The secretary is responsible for taking the minutes at the meetings of the Board and to circulate information to members and stakeholders of the NZIFSA.

The Secretary is directly responsible to the CEO.

Responsibilities and Duties

The Secretary should:

- prepare the agenda for NZIFSA Board meetings in consultation with the President with input from other Board Members;
- make arrangements including venue, date, times and hospitality for NZIFSA meetings;
- send adequate notice of the meetings;
- call for and receive nominations for the Board, Operations and Development Groups and other positions for the NZIFSA AGM;
- take the minutes of meetings and write up the minutes as soon as practical;
- read, action and file correspondence promptly;
- forward relevant information to the Board, the Operations or Development Group members or to clubs, officials, coaches or the members' e-lists as appropriate;
- ensure that copies of all documents that contain financial or monetary information are forwarded to the Treasurer;
- maintain registers of affiliated organisations and their addresses, and life members' names, and addresses;
- maintain files of legal documents such as constitutions, leases, contracts and titles;
- act as the public officer of the NZIFSA liaising with members of the public, affiliated bodies and government agencies;
- other tasks: respond to general duties as directed by the NZIFSA CEO.
- circulate NZIFSA Communications and newsletters to member clubs and the wider membership.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- can communicate effectively;
- is well organised;
- can maintain confidentiality on relevant matters; and
- has a good working knowledge of the Constitution.

Period of Appointment

The Secretary is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Treasurer Job Description

The Treasurer is the chief financial management officer for the NZIFSA.

Responsible To

The Treasurer is directly responsible to the CEO.

Responsibilities and Duties

The Treasurer should:

- keep the NZIFSA's books up-to-date;
- send out invoices;
- pay only bills and expenses which have been authorised by policy, by-laws, rules or a resolution of the Board;
- ensure payment of membership fee to the ISU by 31 January each year (See Payment of Membership Fees in the Member Area of the ISU website for details);
- prepare, sign and file the GST returns;
- keep a proper record of all payments and monies received;
- prepare a budget, update it regularly, and keep the Board informed on the situation;
- make sure financial reports are produced for and understood at all Board meetings (and include event income and expenditure reports for all major NZIFSA events);
- provide copies of bank statements and a reconciliation report for all Board meetings;
- show evidence that money received is banked and documentation provided for all money paid out;
- ensure that information for an audit is prepared each year;
- prepare year-end financial reports according to current financial standards and arrange the audit;
- produce an annual financial report;
- ~~file the annual financial statements with the Companies Office;~~
- prepare and file reports with charitable trusts on grants made to competitors and officials (within timeframe specified);
- prepare (part B of) the ISU "C" Contribution report, due by 1 November each year
- Filing Charities Commission annual return in consultation with the CEO and Secretary for any changes to NZIFSA Officers.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- well organised;
- able to allocate regular time periods to maintain the books;
- knowledgeable in accounting principles and GST;
- able to keep good records;
- aware of information which needs to be kept for the annual audit; and
- is experienced with MYOB software.

Period of Appointment

The Treasurer is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Board Member / Vice-President Job Description

The NZIFSA Board Members (including the Vice-President) are responsible along with the President ~~on~~ of the Board for the governance of the NZIFSA. The Vice-President has the additional role of taking over the role of the President at times when the President is unavailable.

Responsible To

The President of the NZIFSA.

Responsibilities and Duties

A Board Member or Vice-President should:

- participate in the review and creation of policy; and
- review the strategic plan and future direction of the NZIFSA.

The Vice-President has the additional responsibilities of:

- taking over the President's role when he/she is unable.

Knowledge and Skills Required

Ideally a Board Member or Vice-President is someone who is:

- able to communicate effectively;
- well organised; and
- knowledgeable in the NZIFSA and ISU rules.

Additionally, the Vice-President is ~~people~~ capable of:

- leading the organisation if the President is unable.

Period of Appointment

The Board Member/Vice-President is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Technical Director Job Description

The Technical Director is the principal leader of the NZIFSA Rules and Regulations and has overall responsibility for drafting the Rules and Regulations to ensure they are in line with ISU Rules and Regulations and the future direction of the NZIFSA as determined by the Board and the NZIFSA skating community.

At the operational level, the major function of the Technical Director is the drafting of the NZIFSA Rules and Regulations in consultation with the members of the NZIFSA skating community and the communications from the ISU.

Responsible To

The Technical Director is responsible to the CEO.

Responsibilities and Duties

The Technical Director should:

- prepare and submit reports to the CEO;
- coordinate the changes to the Rules and Regulations;
- advise members of relevant ISU communications;
- set up working parties for each skating discipline;
- act as a drafting officer;
- answer technical queries;
- recommend resources to be purchased and/or distributed to Officials and Clubs;
- organise the printing and distribution of NZIFSA & ISU Rulebooks and Technical Panel Handbooks to Officials and/or Clubs;
- liaise with NZIFSA IJS Technicians to ensure that software updates from Swiss Timing / ISU are installed on NZIFSA, Sub-Association and Club systems; ~~and~~
- liaise with NZIFSA IJS Technicians to ensure that any amendments to NZIFSA rules/requirements for grades are updated on NZIFSA ,Sub-Association and Club systems.

Knowledge and Skills Required

Ideally the Technical Director is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a thorough knowledge of the Rules & Regulations, ISU Regulations, Constitution, Policy and by-laws; and
- is a supportive leader for all the organisation's members.

Period of Appointment

The Technical Director is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Officials' Director Job Description

The Officials' Director is responsible to the CEO.

Responsibilities and Duties

The Officials' Director should:

- convenes the group of Referees and Technical Controllers for the consideration and recommendation of appointment and promotion of officials to the CEO;
- ~~advise officials of relevant ISU communications;~~
- collates probationary judges test sheets and makes recommendations for the appointment and promotion of judges for tests;
- collates reports from Referees and Technical Controllers on officials;
- keeps records of officials;
- Authorises the make up of panels of officials for clubs and sub-association and makes up panels for National competitions;
- facilitates a group to organise training seminars/sessions for officials;

Knowledge and Skills Required

Ideally the Officials' Director is someone who:

- can communicate effectively;
- has moderation skills;
- is well organised and can delegate tasks;
- has a thorough knowledge of the NZIFSA Rules and Regulations, NZIFSA Policies and the ISU Regulations.

Period of Appointment

The Officials' Director is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Skater Development Director Job Description

The Skater Development Director is responsible to the CEO.

Responsibilities and Duties

The Skater Development Director should:

- appoint monitors for Age/Talent ID and International Squad members
- collate reports from monitors on skaters;
- facilitate a group to organise training seminars for skaters; and
- work in conjunction with appointed High Performance Officer.

Knowledge and Skills Required

Ideally the Skater Development Director is someone who:

- can communicate effectively;
- has moderation skills;
- is well organised and can delegate tasks;
- has a thorough knowledge of the NZIFSA Rules and Regulations, NZIFSA Policies and the ISU Regulations.

Period of Appointment

The Skater Development Director is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Coaching Director Job Description

The Coaching Director is responsible to the CEO.

Responsibilities and Duties

The Coaching Director should:

- monitor coaches' accreditation and membership
- collate the requirements of accreditation met by coaches and advises coaches of accreditation levels and/or requirements to be met;
- keep records of coaching members;
- facilitate a group to organise training seminars/sessions for coaches;
- provide input into the coaching policy review process;
- provide the link between the coaches and the Board, via the CEO

Knowledge and Skills Required

Ideally the Coaching Director is someone who:

- can communicate effectively;
- has moderation skills;
- is well organised and can delegate tasks;
- has a thorough knowledge of the NZIFSA Rules and Regulations, NZIFSA Policies, the Coaching Accreditation Programme and the ISU Regulations.

Period of Appointment

The Coaching Director is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Chief Executive Officer (CEO) Job Description

The CEO is the principal leader of the Operations and Development Groups of the New Zealand Ice Figure Skating Association and has overall responsibility for NZIFSA's administration through the overseeing of the Operations and Development Groups.

The major function of the CEO is to facilitate the effective management of the NZIFSA and communication with members and the wider community.

Responsible To

The CEO is responsible to the NZIFSA Board.

Responsibilities and Duties

The CEO will:

- oversee the Operations and Development Groups and ensure the duties of the office holders are carried out and deadlines met;
- ensure compliance by the Operations and Development Groups with NZIFSA Constitution, Policies, ISU Rules and Regulations, and NZIFSA Rules and Regulations;
- reports to the Board and attends Board meetings as a non-voting member;
- be responsible for, in conjunction with the Board and President, the content of regular written communication with the members;
- assist in ensuring that important work and responsibilities are completed, including ISU "Obligations of Members";
- act as a facilitator for NZIFSA activities;
- collect and collate reports from office bearers; and
- respond to general duties as directed by the NZIFSA Board.

Knowledge and Skills Required

Ideally the CEO is someone who:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a thorough knowledge of the Constitution, policy and by-laws, and obligations to the ISU and the duties of all office holders and committees; and
- is a supportive leader for the Development and Operations Groups.

Period of Appointment

The CEO is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Test / Competition Secretary Job Description

The Test /Competition Secretary is responsible to the CEO.

Responsibilities and Duties

The Test / Competition Secretary should:

- process New T/C registrations and monitor renewed T/C registrations;
- call for officials for tests and sub-association / national competitions
- record test results
- issue test certificates and medals to skaters via their Home Club;
- manage test medal stock;
- record KiwiSkate membership;
- receives entries for NZ National Championships; and
- receive and submit forms for international competitions and training camps to the Organising Committee and/or the ISU.

Knowledge and Skills Required

Ideally the Test / Competition Secretary is someone who:

- can communicate effectively;
- is well organised and can delegate tasks;
- has a good working knowledge of the NZIFSA Rules and Regulations, NZIFSA Policies and the ISU Regulations.

Period of Appointment

The Test / Competition Secretary is appointed for a two-year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.