

### NZISA President Job Description

The President is the principal leader of the New Zealand Ice Skating Association and has overall responsibility for NZISA'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 NZISA 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 NZISA 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 NZISA activities;
- work with SPARC, 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.

### NZISA Secretary Job Description

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

The secretary is directly responsible to the CEO.

#### ***Responsibilities and Duties***

The Secretary should:

- prepare the agenda for NZISA Board meetings in consultation with the President with input from other Board Members;
- make arrangements including venue, date, times and hospitality for NZISA meetings;
- send adequate notice of the meetings;
- call for and receive nominations for the Board, Operations and Development Groups and other positions for the NZISA 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' eLists 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 NZISA liaising with members of the public, affiliated bodies and government agencies;
- other tasks: respond to general duties as directed by the NZISA CEO.
- Prepare the NZISA Communications, in conjunction with the CEO, and circulate.

#### ***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.

### NZISA Treasurer Job Description

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

#### ***Responsible To***

The Treasurer is directly responsible to the CEO.

#### ***Responsibilities and Duties***

The Treasurer should:

- keep the NZISA'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 that membership fees to the ISU are paid on time;
- 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 NZISA 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;
- arrange the audit;
- produce an annual financial report;
- file the annual financial statements with the Companies Office;
- prepare and file reports with the ISU or 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); and
- Filing Charities Commission annual return

#### ***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.

### **NZISA Board Member / Vice-President Job Description**

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

#### ***Responsible To***

The President and members and stakeholders of the NZISA.

#### ***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 NZISA.

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 NZISA and ISU rules.

Additionally, the Vice-Presidents are 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.

### **National Technical Committee Chairperson Director Job Description**

The Technical Director is the principal leader of the NZISA 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 NZISA as determined by the Board and the NZISA skating community.

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

#### ***Responsible To***

The Technical Director is responsible to the CEO and responsible for representing the views of the stakeholders and in ensuring that directives from the Board/CEO are carried out.

#### ***Responsibilities and Duties***

The Technical Director should:

- prepare and submit reports to the CEO;
- coordinate the changes to the Rules and Regulations;
- set up working parties for each skating discipline;
- act as a drafting officer; and
- answer technical queries.

#### ***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 and the officials of the NZISA.

#### **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;
- collates reports from Referees and Technical Controllers on officials;
- keeps records of officials;
- collates probationary judges test sheets and makes recommendations for the appointment and promotion of judges for tests;
- make up the panels of officials for sub-association and 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 NZISA Rules and Regulations, NZISA 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.

### **Skaters' Development Director Job Description**

The Skaters' Development Director is responsible to the CEO.

#### **Responsibilities and Duties**

The Skaters' 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 Skaters' Development Director is someone who:

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

#### **Period of Appointment**

The Skaters' 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 and the coaching members of the NZISA.

#### **Responsibilities and Duties**

The Coaching Director should:

- monitoring of coaches' accreditation and membership
- collates the requirements of accreditation met by coaches and advises coaches of accreditation levels and/or requirements to be met;
- keeps records of coaching members;
- facilitates a group to organise training seminars/sessions for coaches;

#### **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 NZISA Rules and Regulations, NZISA 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.

### **NZISA Chief Executive Officer (CEO) Job Description**

The CEO is the principal leader of the Operations and Development Groups of the New Zealand Ice Skating Association and has overall responsibility for NZISA'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 NZISA and communication with members and the wider community.

#### **Responsible To**

The CEO is responsible to the NZISA Board.

#### **Responsibilities and Duties**

The CEO should:

- 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 NZISA Constitution, Policies, ISU Rules and Regulations, and NZISA 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 NZISA activities;
- collect and collate reports from office bearers; and
- respond to general duties as directed by the NZISA 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:

- monitor T/C registrations;
- call for officials for tests and sub-association / national competitions
- monitor test summaries;
- issue test certificates and medals to skaters via their Home Club;
- manage test medal stock;
- receives entries for NZ National Championships; and
- receive and submit forms for international competitions to 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 NZISA Rules and Regulations, NZISA 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.