

Version 9.0 (13 May 2025)

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 by the Board 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 Anti-Doping Officer

The Anti-Doping Officer is appointed by the NZIFSA Board and responsible for education of skaters and coaches, distribution of up-to-date information pertaining to Anti-Doping practices, and ensuring skaters have completed and filed appropriate forms.

Responsible To:

The Anti-Doping Officer is responsible to the CEO.

Responsibilities and Duties

The Anti-Doping Officer should:

- be informed on the rules and regulations surrounding anti-doping, both within New Zealand and at ISU and other international competitions and events;
- be proactive in obtaining and distributing information to skaters, officials, and coaches;
- ensure that the Board understands any obligations with regards to anti-doping requirements;
- ensure that therapeutic-use exemptions are filed by all skaters who may need them and that such exemptions make it to all the relevant authorities;
- give talks and seminars on anti-doping as required; and
- maintain a register of anti-doping seminar attendees.

Knowledge and Skills Required

Ideally the Anti-Doping Officer is someone who:

- can communicate effectively;
- is well-organised;
- understands the relationship between the NZIFSA, the ISU and anti-doping organisations;
- is well informed of the rules regarding anti-doping and the procedures that must be followed both within New Zealand and Internationally;
- prepares information for distribution to all Development Squad members.

Period of Appointment

The Anti-Doping Officer is appointed by the Board 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 Safeguarding Officer

The Safeguarding Officer is appointed by the NZIFSA Board and is responsible for ensuring the NZIFSA's Child Protection Policy is followed and as the contact person for issues relating to protection of children by the NZIFSA.

Responsible To:

The Safeguarding Officer is responsible to the CEO.

Responsibilities and Duties

The Safeguarding Officer should:

- Be informed of the NZIFSA's Child Protection Policy and follow the requirements set out in the policy;
- be informed on the New Zealand guidelines surrounding child protection policy (See Child Youth and Family's 'An interagency guide: Working together to keep children safe' in the first instance);
- make themselves available as a contact person for issues relating to the protection of children by the NZIFSA;
- be named as the Authorised Representative for the Police Vetting Service and facilitate and coordinate the vetting of coaches, team leaders, officials and other individuals for NZIFSA,
- ensure that the Board understands any obligations with regards to child protection requirements.

Knowledge and Skills Required

Ideally the Safeguarding Officer is someone who:

- can communicate effectively;
- is well-organised;
- has empathy; and
- is well informed of the NZIFSA's Child Protection Policy and the New Zealand guidelines regarding child protection.

Pre-Appointment Checks

Pre-appointment checks must include the following:

- An application form must be completed. The application form must include self-disclosure about any criminal record of abuse or violence.
- Two confidential references (preferably involving work with children). These references must be taken up and confirmed through telephone contact.
- A Police check.

Period of Appointment

The Safeguarding Officer is appointed by the Board 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 Marketing and Promotions Officer

The Marketing and Promotions Officer is appointed by the NZIFSA Board and is responsible for publicising the activities of the NZIFSA as required.

Responsible To

The Marketing and Promotions Officer is responsible to the CEO.

Responsibilities and Duties

The Marketing and Promotions Officer should:

- ensure that they are aware of the events and activities of the NZIFSA and its members in order to market and promote the sport of ice figure skating in New Zealand;
- develop a marketing plan that includes developing and growing a digital media presence;
- work with club and/or sub association representatives to market and promote NZIFSA objectives.
- work closely with the Safeguarding Officer and Privacy Officer to ensure any information put on any media platforms complies with child protection and privacy obligations;
- develop relationships with a variety of traditional media, such as newspapers, radio and television; and
- work in conjunction with organising committee for the promotion of events and competitions held in New Zealand

Knowledge and Skills Required

Ideally the Marketing and Promotions Officer is someone who:

- can communicate effectively;
- is well-organised;
- has a background in or enthusiasm for marketing and promotion;
- be very familiar with a variety of social media platforms; and
- have a good understanding of how to minimise the risks associated with social media, particularly as it relates to young and/or vulnerable people.

Period of Appointment

The Marketing and Promotions Officer is appointed by the Board 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 Grants Officer

The Marketing Officer is appointed by the NZIFSA Board and is responsible for compiling and submitting grant applications to fund NZIFSA activities, as required.

Responsible To:

The NZIFSA Grants Officer is responsible to the CEO.

Responsibilities and Duties

The Grants Officer should:

- prepare grant applications for various NZIFSA events from a variety of trusts;
- prepare accountability reports in a timely manner as required by the funding agencies; and
- work to secure funding from a wide range of sources.

Knowledge and Skills Required

Ideally the Grants Officer is someone who:

- can communicate effectively;
- is well-organised; and
- has a understanding of grant application requirements and a knowledge of the trusts that the NZIFSA can apply to for grants.

Period of Appointment

The Grants Officer is appointed by the Board 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 High Performance Officer

The High Performance Officer is appointed by the NZIFSA and is responsible for the development and overseeing of the NZIFSA High Performance Programme.

Responsible To:

The High Performance Officer is responsible to the CEO.

Responsibilities and Duties

The High Performance Officer should:

- monitor progress of the International Squad members;
- work in conjunction with the Skater Development Director to develop pathways for Development Squad members;
- work with the Test and Competition Secretary to ensure forms are completed accurately and in a timely manner;
- work with monitors (Senior Officials), International Squad members and their coaches in regards to performance, training and yearly plans;
- work in conjunction with CEO for information and reporting purposes to Sport NZ and NZ Olympic Committee (as applicable); and,
- work in conjunction with Skater Development Director.

Knowledge and Skills Required

Ideally the High Performance Officer is someone who:

- can communicate effectively;
- is organised;
- has a clear understanding of high performance athletes and their needs;
- has a thorough knowledge of the NZIFSA Rules and Regulations, NZIFSA Policies and the ISU Rules and Special Regulations for all disciplines.

Period of Appointment

The High Performance Officer is appointed by the Board 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 Administrative Support Officer

The Administrative Support Officer is appointed by the NZIFSA and is responsible for providing administrative and logistical support to members of the Operations Group and Development Group.

Responsible To:

The Administrative Support Officer is responsible to the CEO.

Responsibilities and Duties

The Administrative Support Officer should support members of the Operations Group and Development Group, and any subcommittees of these groups by:

- obtaining information about availability of ice time or off-ice venues and securing quotes for training seminars;
- booking venues within an approved budget;
- preparing draft information for seminar participants;
- establish travel and accommodation requirements for moderators, and working with the Treasurer or CEO to book these;
- creating surveys and setting up online registration and survey forms as required;
- collation of feedback from surveys;
- distributing KiwiSkate Badges and Coach and Officials accreditation tags as requested;
- taking Minutes of Operations / Development Group meetings; and
- providing support for other administration tasks that may arise, as agreed with the CEO.

Knowledge and Skills Required

Ideally the Administrative Support Office is someone who:

- can communicate effectively;
- is computer literate; competencies include Word, Excel, Cognito forms;
- is very organised;
- is familiar with NZIFSA activities (including budgets)

Period of Appointment

The Administrative Support Office is appointed by the Board 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 Technical Support Officer

The Technical Support Officer is appointed by the NZIFSA and is responsible for providing support around the technology used by NZIFSA.

Responsible To:

The Technical Support Officer is responsible to the CEO.

Responsibilities and Duties

The Technical Support Officer should:

- provide advice on hardware requirements to run the IJS;
- provide training on the set up of the IJS computers / equipment;
- lead development of technological capacity to meet NZIFSA needs; including but not limited to virtual seminars and competition live streaming;
- assist with maintaining security of NZIFSA website database.

Knowledge and Skills Required

Ideally the Technical Support Officer is someone who:

- works in the technology industry or in a technology training environment;
- has a good understanding of the basics of computer systems and is able to seek advice where specialist input is required;
- is organised; and
- can communicate effectively

Period of Appointment

The Technical Support Officer is appointed by the Board 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 Privacy Officer

The Privacy Officer is appointed by the NZIFSA and is responsible for providing advice to ensure that NZIFSA complies with the Privacy Act. The Privacy Officer is to be appointed from among existing elected or appointed NZIFSA Office Holders.

Responsible To:

The Privacy Officer is responsible to the CEO.

Responsibilities and Duties

The Privacy Officer should:

- advise their organisation on compliance with privacy requirements;
- deal with any complaints from the NZIFSA's members and stakeholders about possible privacy breaches;
- deal with requests for access to personal information, or correction of personal information
- act as NZIFSA's liaison with the Office of the Privacy Commissioner.

Knowledge and Skills Required

Ideally the Privacy Officer is someone who:

- is familiar with the privacy principles in the Privacy Act;
- has a good understanding of the personal information collected by NZIFSA;
- can communicate effectively;
- is organised;

Period of Appointment

The Privacy Officer is appointed by the Board 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.

Team Leader: International Events

The event Team Leader is responsible for coordinating all activities of the New Zealand team at an international event and assisting with their travel to and from the event.

Responsible To:

The Team Leader, International Events is responsible to the CEO.

Responsibilities and Duties

The Team Leader must:

- attend all team leader meetings at the event, and keep team members apprised of any relevant information from these meetings;
- coordinate and keep team members informed of any necessary changes to plans;
- travel with unaccompanied athletes under the age of 16 at all times unless accompanied by a chaperone;
- act impartially towards all team members;
- organise details of travel, accommodation, meals, and tickets while travelling to and from the event and while at the event (where necessary);
- be responsible for the conduct of all team members at the event;
- immediately inform the NZIFSA President of significant breaches of NZIFSA rules or agreements or of conduct that is inappropriate or which could jeopardise the ability of NZIFSA or its members to participate in future events; and
- provide a report on their activities at the event to the CEO.

Knowledge and Skills Required

Ideally the Team Leader is someone who:

- is able to handle crisis situations as well as routine administrative tasks;
- is a team player, willing to work with all athletes, coaches, judges, parents, and administrators;
- has knowledge of the NZIFSA rules and agreements surrounding international participation,
- has local knowledge including:
 - ideally being able to speak the local language;
 - familiarity with local customs;
 - being able to provide recommendations on where the team can safely stay and eat; and
 - having a good knowledge of what communication applications and services are available and has competence using them to communicate with the team.

Pre-Selection Checks

Pre-selection checks must include the following:

- All adults accompanying children other than their own on trips must complete an application form. The application form must include self-disclosure about any criminal record of abuse or violence.
- A confidential reference (preferably involving work with children). This reference must be taken up and confirmed through telephone contact.
- A police check.
- A signed Representatives Agreement.

Estimated Time Commitment Required & Period of Appointment

The position of team leader is expected to occupy most waking hours while travelling to and from an event and while at the event. Team leaders are appointed for a single event.