



## **President**

### ***Position Description***

*Te Roopu Kaiwhiriwhiri o Aotearoa / the New Zealand Association of Counsellors (NZAC) is committed to honouring our responsibilities by Te Tiriti o Waitangi.*

#### **Role:**

- To lead NZAC and work within the executive committee to provide strong leadership for members of the Association.
- To ensure the effective functioning of the Association at national and international levels.
- To act as a representative of the membership with respect to the governance, strategic planning, implementation and evaluation of the Association's goals as expressed in the Constitution and other Association documents.

#### **Accountability:**

The President works collaboratively with Officeholders, the Executive Committee, National Committees, and the Executive Director.

#### **Relationship:**

The President is accountable to the membership through the AGM and National Executive meetings.

#### **Areas of Responsibility:**

- Is required to attend all National Executive meetings. The President shall not absent themselves other than for reasons of ill-health and in consultation with Te Ahi Kaa
- To facilitate the preparation and review of the Strategic Plan, Budget, and Annual Business Plan.
- Collaborate with Te Ahi Kaa, Secretary, and the Executive Director, in the preparation of all Executive meetings
- Co-Chair the National Executive meetings and AGM together with Te Ahi Kaa
- Collaboratively with Te Ahi Kaa and other delegated members, representing the Association in the media and relationships with government, non-government agencies, stakeholders, and other organisations.
- Be part of the employment subgroup with Te Ahi Kaa and at least one other national executive member to oversee the employment responsibilities of the Executive Director.
- Be able to dedicate two days per week to NZAC matters and have daily access to email to participate and follow up with NZAC business as required.
- Ensure the Strategic Plan is carried out as agreed to by the National Executive.
- Ensure accountability for the setting and achieving National Executive goals, project plans, budgets and tasks.

**Skills and Experience:**

- Be a current Member of NZAC and have ideally been a member for at least five years and hold a current Annual Practising Certificate
- To have sound knowledge of Te Tiriti o Waitangi
- Be committed to honouring NZAC's responsibilities to Te Tiriti o Waitangi
- Know the functions of NZAC Branch level, Te Roopu Māori, National Executive and National Committees level
- Have knowledge and experience in group dynamics and processes, including Te Ao Māori
- Have knowledge and understanding of governance theory and practice
- Have knowledge and ability to write reports, articles, and documents, manage projects and oversee budgets
- Be able to use a variety of IT platforms/programmes such as Zoom and Office 360
- Possess knowledge and experience of constitutional processes
- Possess skills of facilitation, planning and evaluation and public speaking
- Be willing to undertake training as necessary

**Personal characteristics**

- Lead with Integrity, behaving in a mana enhancing way
- Holds vision and passion
- Interpersonal communication – empathic, supportive and inclusive
- Committed to the association, responsible and dependable
- Strategic and critical thinking
- Open-minded and creative
- Collaborative, flexible and patient
- Authenticity and self-awareness

**Reviewed:** May 2022

**For Review:** May 2025