



<b>MNZ Executive Committee Job Description:</b>	<b>Regional Liaison Coordinator</b>
<b>Hours per week:</b>	<b>3-5 hours</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Sit on the MNZ Executive Committee.</li> <li>• Represent the Regional Coordinators and members at Executive meetings.</li> <li>• Inform the Executive on MNZ member issues, concerns or initiatives as required.</li> <li>• Manage, liaise with and support the regional coordinators, assisting them in their roles. Keep in contact with the regional coordinators by email, phone or Skype.</li> <li>• Receive new member details and distribute them to Regional Coordinators.</li> <li>• Take a share of the new MNZ member welcome phone calls.</li> <li>• Provide input into the MNZ magazine in area needed by members.</li> <li>• Promote contact with non-members for the purpose of growing MNZ.</li> </ul>	
<b>All Executive Committee Members:</b> <ul style="list-style-type: none"> <li>• Must attend at least 80% of the total number of annual Executive Committee meeting to fulfil job description.</li> <li>• Must have access to email and Skype.</li> <li>• Must read and respond to Executive Committee email correspondence promptly.</li> <li>• Must contribute a report for each publication of the MNZ Magazine and ensure it is sent to the Executive Administrator by deadline.</li> <li>• Should submit Agenda items to Executive Administrator one week before each Executive Committee meeting.</li> <li>• Should send expenses to the Treasurer, including all receipts and invoices.</li> <li>• Must write an annual report for the AGM.</li> <li>• Must adhere to the MNZ Code of Conduct for all Serving Members.</li> <li>• Facilitate handover of role to new Executive member.</li> <li>• Provide input and make governance decisions in relation to the implementation of the organisation's Strategic Plan.</li> </ul>	