



## **MESSAGE AOTEAROA NEW ZEALAND**

**Te Rōpū Kaitiaki Officer Role Description:** Education Officer

**Hours per week:** Approx. 6-10 hours includes a regular monthly General (Te Rōpū Kaitiaki) Meeting

**Term:** Two years and may be re-appointable.

### **Responsibilities:**

- Oversee all Education Sub Committee related tasks/projects – assign & prioritise Education Committee related projects relative to Strategic Plan and current WIP.
- Continue to develop the professional relationship with NZQA – particularly Qualifications Reviews and SoP within education provider delivery of specific qualifications.
- Develop a professional relationship with the Workforce Development Council, *Te Pukenga* and any other education governing body that may be relevant to the massage therapy profession. Minimum of 4 meetings per year plus additional meetings where Education Providers Apply to deliver a Program.
- Oversee and lead Quality Assurance Working Group in line with MANZ Strategic Plan – prioritise projects assigned to Quality Assurance Working Group & aspects of Policy Working Group.
- Oversee Education Committee development of:
  - MANZ overseas applicant RPL processes and development and implementation of practical and written exams
  - MANZ internal applicant RPL processes and development of accreditation and evaluation of historic qualifications.
- Continue to develop closer professional relationships with current education providers. Including Student Presentations via online or F2F.
- Relationship building with overseas associations (currently in place with Australia) – needs further development with other countries/associations.

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### **All Te Rōpū Kaitiaki shall have desired skills and attributes in the following ways:**

- Understanding of the role of governance in a not-for-profit organisation.
- Knowledge and skills in more than one area of governance: advocacy, corporate secretarial practice, cultural responsiveness, education, finance and fundraising, policy, publicity, and marketing, and/or strategic planning.
- Contributions to and a commitment to the Constitution and Strategic Plan
- Adhere to the MANZ Code of Conduct for all Members.
- Be a good team player, and progress projects agreed upon by Te Rōpū Kaitiaki.

**All Te Rōpū Kaitiaki are required to:**

- Be fully conversant with the MANZ Constitution and adhere to policies and procedures.
- Collaborate in governance decision making as regards the implementation of the Strategic Plan.
- Commit to honouring Te Tiriti o Waitangi and include this commitment in all facets of governance.
- Keep up with current legislation relevant to and applicable to the Professional Association.
- Disclose any Conflict of Interest as it arises during the Term of Officer of Te Rōpū Kaitiaki.
- In accordance with individual skillsets, oversee and lead a sub-committee or working group to help fulfil the annual Strategic Plan.
- Attend at least 80% of the total number of annual Te Rōpū Kaitiaki meetings to fulfil their role description.
- Have access to the internet, email and digital platforms used by Te Rōpū Kaitiaki.
  - Submit agenda items to General Administrator one week before each Te Rōpū Kaitiaki meeting.
  - Respond to Te Rōpū Kaitiaki correspondence promptly.
  - Include MANZ Co-Chairs and General Administrator plus relevant persons into emails for good information sharing, and to work cohesively within the team.
- On request, provide annual reports for the AGM, and working group or sub-committee project updates or contribute a report to the Magazine by the deadline.
- If terminating the role prior to the full term of the position, four weeks written notification to cease to hold office must be received by the Co-Chairs.
  - Facilitate handover of role to the relevant Te Rōpū Kaitiaki oncoming member.
- Pre-approval for all expenditure must be gained by the Te Rōpū Kaitiaki.
  - Send expenses to the Treasurer, including all receipts and invoices and cc. General Administrator.