



MASSAGE AOTEAROA NEW ZEALAND

Te Rōpū Kaitiaki Role Description: Te Rōpū Kaitiaki Member (General)

Hours per week: Approx. 4-6 hours includes a regular monthly General (Te Rōpū Kaitiaki) Meeting

Term: Two years and may be re-appointable.

Responsibilities:

- Regularly attend Te Rōpū Kaitiaki meetings and other important related meetings.
- Agree on an annual meeting schedule and commit to attending.
- Prepare appropriately for all meetings.
- Seek information and be fully informed on the affairs of the organisation at a governance level and stay up to date with incoming and outgoing emails between members.
- Participate in the Te Rōpū Kaitiaki's deliberations and decision-making in all areas of governance.
- Participate in the development, approval, and monitoring of the strategic planning for the organisation.
- Review, approve and monitor the annual budget for the organisation.
- Approve the major policies appropriate for the organisation.
- Approve major activities and capital expenditure of the organisation.
- Attend the Annual General Meeting of MANZ.
- Assist with the fundraising activities of the organisation.
- Promote MANZ and its objectives externally.
- Act in a professional manner whilst representing the organisation.
- Maintain and develop governance skills through appropriate training and experiences.
- Assist in developing and maintaining good relationships between the Te Rōpū Kaitiaki and MANZ membership.
- Participate in Te Rōpū Kaitiaki sub-committees or working groups as appropriate; and
- Any other duties as delegated by the Te Rōpū Kaitiaki

All Te Rōpū Kaitiaki Officers 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 the Secretary/Executive Administrator one week before each Te Rōpū Kaitiaki meeting.
 - Respond to Te Rōpū Kaitiaki correspondence promptly.
 - Include MANZ Co-Chairs and Executive 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 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. Executive Administrator.
- 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.