



**ADDENDUM TO
RULES OF PARTICIPATION**

JOB PROFILES

**FOR
BOARD & BOARD APPOINTMENTS**

2016

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JOB PROFILE - PRESIDENT

(Updated November 2010)

JOB TITLE

President

POSITION SUMMARY / RESPONSIBILITIES

The President is the principal leader of the organisation and shall be responsible to the membership for ensuring:

- The strategic direction of the organisation is maintained in alignment with the strategic direction of Marching New Zealand,
- The organisation acts in accordance with Marching New Zealand's Constitution, Policies and Rules of Participation,
- Board, Annual Meeting and Special Meetings are productive and provide appropriate opportunity for positive contribution by all attendees
- The affairs of the organisation are conducted in an effective manner

PERSON SPECIFICATIONS

The President shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership and a high standard of professional conduct
- Ability to act in a Governance role
- Ability to relate positively with a wide range of people and value and respect diverse cultures
- Knowledge of meeting procedures and chairmanship, strategic planning methodologies and procedures
- Knowledge, expertise and ability to provide influence relevant to Marching New Zealand's affairs
- Knowledge of Marching New Zealand's structures and administration and the Constitution, Policies and Rules of Participation of MNZ
- Knowledge of financial accounting practices, including the ability to read and understand budget/profit/loss reporting
- Good communication, listening and organisational skills

REPORTING LINES / WORKING RELATIONSHIPS

The President shall maintain direct liaison with:

- Marching New Zealand Board
- Marching New Zealand CEO

KEY TASKS

The President shall undertake the following key tasks:

- Chair meetings of the MNZ Board, Annual Meeting and Special Meetings
- Ensure that the Board operates in a Governance role, in accordance with the Board Organisational Policies.
- Assist the Board operate in accordance with the Board Organisational Policies.
- Ensure that the Chief Executive Officer carries out the operational business of MNZ in accordance with the Board Organisational Policies.
- Represent Marching New Zealand on public occasions
- Make public statements about MNZ's policies
- Prepare President's report for Annual Meeting.

PERFORMANCE EXPECTATIONS /KPI's

The President shall meet the following performance expectations:

- Create an environment which provides the opportunity for all MNZ participants to reach their potential and the national body continues to be effective
- All meetings are productive and chaired in a professional manner giving appropriate opportunity for positive contribution by all Board Members.
- Presidents report completed at least 2 weeks prior to despatch of Annual Meeting Agenda
- Attend at least one appropriate professional development programme annually
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – DIRECTOR OF FINANCE

(Updated November 2010)

JOB TITLE

Director of Finance

POSITION SUMMARY / RESPONSIBILITIES

The Director of Finance is the financial manager of the organisation and is responsible to the membership for ensuring:

- That the day-to-day financial management of the organisation is undertaken in accordance with budgets approved by the Board and in compliance with the Marching New Zealand's Constitution, Policies and Rules of Participation.

PERSON SPECIFICATIONS

The Director of Finance shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Good accounting, financial management, budget preparation, budget control and budgetary reporting skills
- Ability to display a high standard of professional conduct
- Ability to act in a Governance role
- Ability to relate positively with a wide range of people and value and respect diverse cultures
- Knowledge, expertise and ability to provide influence relevant to Marching New Zealand's affairs
- Knowledge of Marching New Zealand's structures and administration and the Constitution, Policies and Rules of Participation of MNZ

REPORTING LINES / WORKING RELATIONSHIPS

The Director of Finance shall maintain direct liaison with:

- Marching New Zealand Board
- Marching New Zealand CEO
- Marching New Zealand Board Appointees (where Budgets are applicable)
- Marching New Zealand Auditors
- Association Treasurers

KEY TASKS

The Director of Finance shall undertake the following key tasks:

- Attend meetings of the MNZ Board, Annual Meeting and Special Meetings.
- Responsible for the day-to-day financial management of MNZ in accordance with a Budget approved by the Board.
- Responsible for the preparation and filing of all relevant tax returns with Inland Revenue, (GST, PAYE and Income Tax) within deadlines as defined by Inland Revenue
- Arrange for preparation of Annual Financial Statements and filing of the same with the Ministry Of Economic Development
- Prepare draft Budget for Board approval.
- Prepare reports for Board on current status of income and expenditure against approved Budget.
- Comply with the various financial and other Policies within the Board Organisational Policies.
- Contribute to a governance role for the Board, in accordance with the Board Organisational Policies.

PERFORMANCE EXPECTATIONS / KPI's

The Director of Finance shall meet the following performance expectations:

- All meetings attended
- MNZ has sufficient cash resources to meet cash flow requirements.
- Maintain efficient and effective accounting and budgeting system.
- Attend at least one appropriate professional development programme annually
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct
- Undertake other duties as required by the Board

JOB PROFILE – BOARD MEMBER

(Updated November 2010)

JOB TITLE

Board Member

POSITION SUMMARY / RESPONSIBILITIES

The Board Member is responsible to the membership for ensuring the Board works together to complete tasks and implement strategies to achieve the goals and mission of the organisation

PERSON SPECIFICATIONS

The Board Member shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Ability to display a high standard of professional conduct
- Ability to act in a Governance role
- Ability to relate positively with a wide range of people and value and respect diverse cultures
- Knowledge of financial accounting practices, including the ability to read and understand budget/profit/loss reporting
- Knowledge of Marching New Zealand's structures and administration and the Constitution, Policies and Rules of Participation of MNZ
- Knowledge, expertise and ability to provide influence relevant to Marching New Zealand's affairs

REPORTING LINES – WORKING RELATIONSHIPS

The Board Member shall maintain direct liaison with:

- Marching New Zealand Board
- Marching New Zealand CEO

KEY TASKS

The Board Member shall undertake the following key tasks:

- Attend meetings of the MNZ Board, Annual Meeting and Special Meetings.
- If appointed by the Board, act as the Chairperson of a Standing Working Party or act as a member of an ad hoc Working Party in accordance with the Terms of Reference established by the Board for that Working Party/s.
- Contribute to a governance role for the Board, in accordance with the Board Organisational Policies.

PERFORMANCE EXPECTATIONS / KPI's

The Board Member shall meet the following performance expectations:

- All meetings attended
- Contribute productively and in a positive manner at all meetings.
- Attend at least one appropriate professional development programme annually
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct
- Undertake other duties as required by the Board.

JOB PROFILE – TECHNICAL MANAGER

(Updated October 2015)

JOB TITLE

Technical Manager

POSITION SUMMARY / RESPONSIBILITIES

The Technical Manager is responsible to the Board ensuring the Technical Working Party works together to complete tasks and implement strategies to achieve the goals and mission of the organisation and ensuring at all times a unified standard of drills, routines and judging is maintained.

PERSON SPECIFICATIONS

The Technical Manager shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Judges.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Technical Manager shall maintain direct liaison with:

- **Chief Executive Officer**
- **Board via the Chief Executive Officer**
- Director of Coaching and Director of Judging.
- Workshop Facility Contractors
- Workshop/Seminar Attendees.

KEY TASKS

The Technical Manager shall undertake the following key tasks:

- Be an integral member of the Standing Working Party – Technical, and comply with the Terms of Reference of the Working Party as approved by the Board.
- **Maintain** a unified standard of drills, routines and judging, and monitor progress in conjunction with the Director of Coaching and Director of Judging
- Attend and Chair meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand and **prepare reports of Technical Working Party meetings for the Board**
- Liaise with the Director of Finance re finances covering Technical Working Party functions of **responsibility, including recommended education and training programmes** and monitor expenditure against approved budget.
- Consult with the Director of Coaching and the Director of Judging and assist in implementing best methods of up-skilling Coaches and Judges to achieve a unified standard, in line with current Drills and Routines approved by the Board.
- **Facilitate consideration on recommended changes (if any) to Coach and Judge accreditation programme and present recommendations to the Board**
- Facilitate consideration of comments, advices and complaints forwarded by individual Coaches and Judges which cannot be handled by either the Director of Coaching or Director of Judging respectively alone.
- Make administration arrangements for workshops/seminars following **education and training** programmes receiving approval of the Board.
- **Consult with the Director of Coaching and the Director of Judging and ascertain targets for inclusion in the Annual Balanced Scorecard (Board measurement tool)**
- Create an environment which is conducive to achieving MNZ goals

PERFORMANCE EXPECTATIONS / KPI's

The Technical Manager shall meet the following performance expectations:

- Create an environment which is conducive to and produces Drills and Routines, Uniform Requirements, Judging Criteria and Judging Sheets, which maximise the potential of all participants.
- Create an **education and training** environment which is conducive to positive learning and which is of benefit to all attendees attending **Workshops/Seminars**.
- Produce appropriate documentation for the Drills and Routines, **Uniform Requirements**, Judging Criteria and Judging Sheets, in accordance with the Meeting Frequencies section of the Standing Working Party (Technical) Terms of Reference.
- Recommend to the Board changes (if any) to the **Coach and Judge Accreditation** programmes
- **Recommend to the Board in July the agreed Coach and Judge targets for inclusion in the Annual Balanced Scorecard.**
- **Agreed targets in the Balanced Scorecard are attained.**
- A unified standard of drills and routines is achieved and maintained
- Attend meetings of the Technical Working Party.
- Attend New Zealand Championships and International Challenge
- Attend Annual Meeting of Marching New Zealand.
- Attend Association Coaching Co-ordinator and Association Chief Judge Workshop.
- Attend National Coach and Judge Workshops.
- Attend appropriate development courses relevant to the position.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – DIRECTOR OF COACHING

(Updated November 2016)

JOB TITLE

Director of Coaching

POSITION SUMMARY / RESPONSIBILITIES

The Director of Coaching is responsible to the membership for ensuring that in conjunction with other members of the Technical Working Party, they complete tasks and implement strategies to achieve the goals and mission of the organisation ensuring at all times a unified standard of drills, routines and judging is maintained

PERSON SPECIFICATIONS

The Director of Coaching shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Holder of MNZ Coaching Levels 1 & 2 Accreditation
- Able and willing to display positive leadership.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Judges.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Director of Coaching shall maintain direct liaison with:

- **Chief Executive Officer**
- **Board via the Chief Executive Officer**
- Technical Manager and Director of Judging.
- Coaching Accreditation Presenter/s
- Association Coaching Co-ordinator
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts.)

KEY TASKS

The Director of Coaching shall undertake the following key tasks:

- Be an integral member of the Standing Working Party – Technical, and comply with the Terms of Reference of the Working Party as approved by the Board.
- **Maintain** a unified standard of drills, routines and judging, in conjunction with the Technical Manager and Director of Judging.
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with other members of the Technical Working Party, develop and provide for Board approval, a recommended programme of **education and training** for Coaches, and implement the approved **education and training** programme.
- **Consult with Coach Accreditation Presenter/s in preparing a programme of accreditation for Coaches**, and ensure the responsibilities of all Coaching Accreditation Presenter/s are fulfilled and apply training where necessary
- Promulgate results of Accreditation to **Coaches**
- Review/recommend changes to **Coach Accreditation** programme **and also the development needs of Coaching disciplines with a view to making recommendations to the Board in January each year on strategies to recruit and retain Coaches.**
- Maintain communication with Association Coaching Co-ordinators.
- Create an environment which is conducive to achieving MNZ goals.

PERFORMANCE EXPECTATIONS / KPI's

The Director of Coaching shall meet the following performance expectations:

- Create an environment which is conducive to and produces Drills and Routines, Uniform Requirements, Judging Criteria and Judging Sheets, which maximise the potential of all participants.
- Create an **education and training** environment which is conducive to positive learning and which increases the skill levels of Coaches
- A unified standard of drills and routines is achieved and maintained.
- Attend meetings of the Technical Working Party.
- Attend Island Championships, New Zealand Championships and International Challenge
- Attend Annual Meeting of Marching New Zealand.
- Attend Association Coaching Co-ordinator and Chief Judge Workshop.
- Attend National Coach and Judge Workshops.
- **Attend MNZ Coaching Accreditation Presenters courses.**
- Attend appropriate development courses relevant to the position.
- **Ensure MNZ Level One and Level Two Accreditation are offered as required.**
- Facilitate Coach Accreditation; liaise with Coaching Accreditation Presenter/s **and Association Coaching Co-ordinator** and apply training where necessary.
- Promulgate results of Accreditation to **Coaches** within fourteen days of receiving submissions and **receiving** reports from Coaching Accreditation Presenter/s and **Association Coaching Co-ordinator**.
- Recommend changes to **Coach Accreditation** programme **to the Technical Working Party for consideration**
- Maintain training programme and accreditation courses within approved budget.
- Satisfactorily handle communications with Association Coaching Co-ordinators.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board.

JOB PROFILE – DIRECTOR OF JUDGING

(Updated November 2016)

JOB TITLE

Director of Judging

POSITION SUMMARY / RESPONSIBILITIES

The Director of Judging is responsible to the membership for ensuring that in conjunction with other members of the Technical Working Party, they complete tasks and implement strategies to achieve the goals and mission of the organisation ensuring at all times a unified standard of drills, routines and judging is maintained

PERSON SPECIFICATIONS

The Director of Judging shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Judges.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Director of Judging shall maintain direct liaison with:

- **Chief Executive Officer**
- **Board via the Chief Executive Officer**
- Technical Manager and Director of Coaching.
- Judging Accreditation Co-ordinator and Judging Accreditor/s
- Association Chief Judges.
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts)

KEY TASKS

The Director of Judging shall undertake the following key tasks:

- Be an integral member of the Standing Working Party – Technical, and comply with the Terms of Reference of the Working Party as approved by the Board.
- **Maintain** a unified standard of drills, routines and judging, in conjunction with the Technical Manager and Director of Coaching
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with other members of the Technical Working Party, develop and provide for Board approval, a recommended programme of **education and training** for Judges, and implement the approved **education and training** programme.
- Consult with the **Judging Accreditation Co-ordinator** and Judging Accreditor/s in preparing a programme of accreditation for Judges, and ensure the responsibilities of all Judging Accreditor/s are fulfilled and apply training where necessary
- Promulgate results of Accreditation to **Judges**
- Review/recommend changes to the **Judge Accreditation** programme **and also the development needs of Judging disciplines with a view to making recommendations to the Board in January each year on strategies to recruit and retain Judges.**
- Submit to the Board for approval as per the Process Guidelines – Selection of Island & New Zealand Championships Judging Panels, recommended Judges for appointment to Island Championships, New Zealand Championships and International Judging Panels
- Maintain communication with Association Chief Judges.
- Create an environment which is conducive to achieving MNZ goals

PERFORMANCE EXPECTATIONS / KPI's

The Director of Judging shall meet the following performance expectations:

- Create an environment which is conducive to and produces Drills and Routines, Uniform Requirements, Judging Criteria and Judging Sheets, which maximise the potential of all participants.
- Create an **education and training** environment which is conducive to positive learning and which increases the skill levels of Judges
- A unified standard of drills and routines is achieved and maintained.
- Attend meetings of the Technical Working Party.
- Attend Island Championships, New Zealand Championships and International Challenge
- Attend Annual Meeting of Marching New Zealand.
- Attend Association Coaching Co-ordinator and Chief Judge Workshop.
- Attend National Coach and Judge Workshops.
- Attend appropriate development courses relevant to the position.
- Facilitate Judge Accreditation and liaise with the Judging Accreditation Co-ordinator and Judging Accrerator/s and apply training where necessary.
- Promulgate results of Accreditation to **Judges** within fourteen days of receiving submissions and **receiving** reports from the Judging Accrerator/s **and Association Chief Judges**
- Recommend changes to the **Judge Accreditation** programme **to the Technical Working Party for consideration**
- Maintain training programme and accreditation courses within approved budget.
- Satisfactorily handle communications with Association Chief Judges.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE - JUDGING ACREDITOR

(Updated February 2011)

JOB TITLE

Judging Accreditor

POSITION SUMMARY / RESPONSIBILITIES

The Judging Accreditor is responsible to the Director of Judging and the MNZ Board for ensuring the delivery of the programme for Judge Accreditation is maintained with high levels of results and satisfaction: strategies to achieve the goals and mission of the organisation

PERSON SPECIFICATIONS

The Judging Accreditor shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Thorough knowledge of MNZ drills and routines and judging criteria and judging sheets.
- Knowledge of MNZ administration as it affects Judges.
- Good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Judging Accreditor shall maintain direct liaison with:

- Director of Judging.

KEY TASKS

The Judging Accreditor shall undertake the following key tasks:

- Conduct the MNZ Judging Accreditations.
- Assess work of judges attending MNZ Judging Accreditation and send submissions with report to the Director of Judging.

PERFORMANCE EXPECTATIONS / KPI's

The Judging Accreditor shall meet the following performance expectations:

- Create a positive environment which is conducive for Accreditation attendees to maximise their potential.
- Keep up to date with changes or clarifications to judging criteria and judging sheets.
- Assess work of persons attending MNZ Judging Accreditation and send submissions with report to the Director of Judging within fourteen days of accreditations being held.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – MARKETING CO-ORDINATOR

(Updated February 2011)

JOB TITLE

Marketing Co-ordinator

POSITION SUMMARY / RESPONSIBILITIES

The Marketing Co-ordinator is responsible for ensuring the organisation in conjunction with the Board has and implements a Marketing Plan with strategies to achieve the goals and mission of the organisation

PERSON SPECIFICATIONS

The Marketing Co-ordinator shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Ability to recognise needs of Marching New Zealand, its Participants and Stakeholders.
- Knowledge of MNZ administration as it affects position of appointment
- Effective administrator with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people, and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Marketing Co-ordinator shall maintain direct liaison with:

- Board.
- Association Promotion/Publicity Officers.
- Media.

KEY TASKS

The Marketing Co-ordinator shall undertake the following key tasks:

- Provide ideas and direction to assist the Board to develop a Marketing Plan.
- Implement approved Marketing Plan.
- Prepare a report for each Board meeting
- Develop and provide for Board approval, a recommended Workshop programme for Publicity Officers
- Liaise with the Director of Finance re finances covering all recommended programmes, and for all functions of responsibility, and monitor expenditure against approved budget.
- Create an environment which is conducive to achieving MNZ goals
- Create an environment which is conducive to increasing the positive achievements of Association Promotion/Publicity Officers.
- Maintain communication with Association Publicity Officers.

PERFORMANCE EXPECTATIONS / KPI's

The Marketing Co-ordinator shall meet the following performance expectations:

- Meet requirements and timeframes of the Marketing Plan.
- Comply with budgeting approvals.
- Keep up to date with effects of changes in Society.
- Develop and provide for Board approval, a recommended Workshop programme for Promotion/Publicity Officers and implement the approved workshop programme.
- Attend Administration and Publicity Workshops
- Liaise with Association Publicity Officers and give assistance where necessary.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – MEMBERSHIP/PRIVACY OFFICER

(Updated February 2008)

JOB TITLE

Membership /Privacy Officer

KEY TASKS

- Ensure that the provisions of the Privacy Act 1993 and amendments are fully understood.
- Acquaint the Board with changes to the Privacy Act 1993 which may affect MNZ and its members.
- Maintain a Membership Register in accordance with the MNZ Constitution and the Privacy Act 1993 and its amendments.
- Recommend membership application and renewal procedures to the Board and implement approved procedures.
- Liaise with the Director of Finance re finances covering all functions of responsibility, and monitor expenditure against approved budget.
- Prepare a report for each Board meeting
- Maintain communication with Association Membership/Privacy Officers.
- Set a high standard of professional conduct.
- Undertake other duties required by the Management Board.

PERSON SPECIFICATIONS

- Knowledge of MNZ administration as it affects position of appointment
- Computer literate.
- Effective administrator with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people, and value and respect diverse cultures.

REPORTING LINES / KEY WORKING RELATIONSHIPS

- Board.
- Association Membership/Privacy Officers.
- Director of Finance.
- Chief Executive Officer

PERFORMANCE EXPECTATIONS

- Maintain Membership Register up to date at all times.
- Comply with budgeting approvals and minimise cost of documentation.
- An up to date knowledge of and understanding of application of the Privacy Act 1993 and amendments.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.

JOB PROFILE – RETIRED – 2008

JOB PROFILE – PUBLICATIONS/MERCHANDISING CO-ORDINATOR

(Updated February 2011)

JOB TITLE

Publications/Merchandising Co-ordinator

POSITION SUMMARY / RESPONSIBILITIES

The Publications/Merchandising Co-ordinator is responsible for ensuring the organisation has suitable publications and merchandise available for purchase and completes orders for despatch within acceptable timeframes.

PERSON SPECIFICATIONS

The Publications/Merchandising Co-ordinator shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Knowledge of MNZ administration as it affects position of appointment
- Ability to relate to a wide range of people, and value and respect diverse cultures.
- Effective administrator with good communication, written, listening and organisational skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Board Member shall maintain direct liaison with:

- Board.
- Director of Finance.
- Manufacturers and Merchandisers

KEY TASKS

The Publications/Merchandising Co-ordinator shall undertake the following key tasks:

- Maintain publications and merchandise at levels approved by the Board.
- Evaluate and recommend to the Board, appropriate MNZ merchandising items.
- Liaise with the Director of Finance re finances covering all functions of responsibility, and monitor expenditure against approved budget.
- Conduct annual stock-take of publications and merchandise as at 31 March each year.

PERFORMANCE EXPECTATIONS / KPI's

The Marketing Co-ordinator shall meet the following performance expectations:

- Maximise revenue, comply with budgeting approvals and minimise cost.
- Identification of suitable merchandising items.
- Forward to Director of Finance, by 15 April each year, annual stock-take details of publications and merchandise.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – SOCIAL MEDIA ADMINISTRATOR

(Added January 2016)

JOB TITLE

Social Media Administrator

POSITION SUMMARY / RESPONSIBILITIES

The Social Media Administrator is responsible to the Board ensuring the social media options utilised by Marching New Zealand are administered and updated.

TERM

Annual appointment, effective 1st July each year

PERSON SPECIFICATIONS

The Social Media Administrator shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Knowledge of Social Media options available
- Computer literate
- Effective administrator, with good communication, written skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The Social Media Administrator shall maintain direct liaison with:

- Chief Executive Officer
- Board via the Chief Executive Officer

KEY TASKS

The Social Media Administrator shall undertake the following key tasks:

- Maintain all social medias options utilised by Marching New Zealand
- Contribute regular to social media options
- Initiate 'threads' of interest
- Monitor and control 'undesirable' comments

PERFORMANCE EXPECTATIONS / KPI's

The Social Media Administrator shall meet the following performance expectations:

- Create an environment which is conducive to profiling the Sport of Marching via Social Media
- Recommend to the Board changes (if any) and best practise social media options
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

REMUNERATION

- Position on a voluntary basis
- Any expenses to be verified first by the Chief Executive Officer

JOB PROFILE – TROPHY CUSTODIAN

(Updated February 2011)

JOB TITLE

Trophy Custodian

POSITION SUMMARY / RESPONSIBILITIES

The Trophy Custodian is responsible to the MNZ Board for ensuring the organisation has suitable trophies for presentation at NZ Championships and despatches the trophies to Host Associations within acceptable timeframes.

PERSON SPECIFICATIONS

The Trophy Custodian shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Knowledge of MNZ administration as it affects position of appointment
- Ability to relate to a wide range of people, and value and respect diverse cultures.
- Effective administrator with good communication, written, listening and organisational skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Trophy Custodian shall maintain direct liaison with:

- Board.
- Association Secretaries.
- Association Trophy Custodians.

KEY TASKS

The Trophy Custodian shall undertake the following key tasks:

- Maintain database of MNZ trophies
- Receive and check condition of New Zealand Championship trophies, and advise Board of any late returns from Teams
- Arrange any necessary repairs to New Zealand Championship trophies.
- Recommend to Board any required replacements of New Zealand Championships trophies.
- Forward New Zealand Championship trophies to host Associations

PERFORMANCE EXPECTATIONS / KPI's

The Trophy Custodian shall meet the following performance expectations:

- Any recommendations for replacements of New Zealand Championships trophies be made to the Board February Meeting
- Trophies delivered in presentable condition to host Associations in time for New Zealand Championships.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

JOB PROFILE – RISK MANAGEMENT OFFICER

(Updated February 2008)

JOB TITLE

Risk Management Officer

KEY TASKS

- Ensure that the provisions of the Health and Safety in Employment Act 1992, the Accident Rehabilitation and Compensation Insurance Act 1992 and amendments are fully understood.
- Inform the Board of any changes to the above Acts, and the consequences thereof, as they affect Marching New Zealand and its employees, members and volunteers.
- Take all practicable steps to ensure that Marching New Zealand provides and maintains a safe working environment and facilities for its employees and a safe environment and facilities for its members and volunteers.
- Ensure that any equipment used by any employee, member or volunteer of Marching New Zealand is safe in design, make and maintenance.
- Ensure that employees, members or volunteers of Marching New Zealand are not exposed to hazards in or near their place of work or participation.
- Ensure that a health and safety policy for Marching New Zealand is maintained.

PERSON SPECIFICATIONS

- Knowledge of MNZ administration as it affects position of appointment
- Ability to relate to a wide range of people, and value and respect diverse cultures.
- Effective administrator with good communication, written, listening and organisational skills.

REPORTING LINES /WORKING RELATIONSHIPS

- Board.
- MNZ Staff

PERFORMANCE EXPECTATIONS

- An up to date knowledge of and understanding of application of the Health and Safety in Employment Act 1992, the Accident Rehabilitation and Compensation Insurance Act 1992 and their amendments.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Management Board.

JOB PROFILE – RETIRED – 2008

