

JOB PROFILE - PRESIDENT

(Updated February 2020)

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
- **Director of Finance**

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 Marching New Zealand's policies

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.
- 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.