



ADDENDUM TO
RULES OF PARTICIPATION

JOB PROFILES

FOR
ASSOCIATION COMMITTEE MEMBERS

**UPDATED 2020
(February)**

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JOB PROFILE – ASSOCIATION PRESIDENT

(Updated February 2020)

JOB TITLE

Association President

POSITION SUMMARY / RESPONSIBILITIES

The Association President is the principal leader of the Association and shall be responsible to the membership for ensuring the Association meets its strategic goals, acts in accordance with Marching New Zealand's Constitution, Policies and Rules of Participation and the affairs of the Association are conducted in an effective manner

PERSON SPECIFICATIONS

The Association 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
- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Association President shall maintain direct liaison with:

- Association Secretary
- Association Committee.

KEY TASKS

The Association President shall undertake the following key tasks:

- Chair meetings of the Association Committee, Annual Meeting and Special Meetings.
- Maintain order at meetings and conduct them in a proper and orderly manner.
- Ensure that the Association acts in harmony with Marching New Zealand and in accordance with Marching New Zealand's Constitution, Policies and Rules of Participation.
- Ensure that the Association Committee manages the affairs of the Association.
- Ensure that the members of the Association Committee carry out the operational side of the Association's affairs.
- Represent the Association on public occasions.

PERFORMANCE EXPECTATIONS / KPI's

The Association President shall meet the following performance expectations:

- Create an environment which provides the opportunity for all participants to reach their potential.
- Conduct productive meetings which give appropriate opportunity for positive contribution by all attendees.
- Attend appropriate Professional Development programmes.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE – ASSOCIATION SECRETARY

(Updated February 2012)

JOB TITLE

Association Secretary

POSITION SUMMARY / RESPONSIBILITIES

The Association Secretary is the administration officer of the Association, providing the coordinating link between members, the committee and outside agencies and is responsible to the membership for all the administration and management of the day-to-day affairs of the Association and that they are undertaken in accordance with Marching New Zealand's Constitution, Policies and Rules of Participation and directions of the Association Committee.

PERSON SPECIFICATIONS

The Association Secretary 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 act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Association Secretary shall maintain direct liaison with:

- Association President
- Association Committee.
- MNZ Chief Executive Officer.

KEY TASKS

The Association Secretary shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.
- Maintain regular communication with the MNZ Chief Executive Officer.
- Be responsible for the day-to-day management of the affairs of the Association, the carrying out of the clerical work and directions of the Association Committee.
- Convene all Association meetings.
- Prepare the Annual Report for presentation to the Annual Meeting, of the affairs of the Association.

PERFORMANCE EXPECTATIONS / KPI's

The Association Secretary shall meet the following performance expectations:

- Create an environment which provides the opportunity for all participants to reach their potential.
- Contribute productively and in a positive manner at all meetings.
- Ensure prompt circulation of minutes of all Association meetings.
- Ensure prompt handling of all Association correspondence.
- Attend appropriate Professional Development programmes
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE – ASSOCIATION TREASURER

(Updated February 2012)

JOB TITLE

Association Treasurer

POSITION SUMMARY / RESPONSIBILITIES

The Association Treasurer is the financial manager of the Association and is responsible to the membership for ensuring that the day-to-day financial management of the Association is undertaken in accordance with the budget approved by the Association Committee and in compliance with the Marching New Zealand's Constitution, Policies and Rules of Participation and also ensuring that the Association maintains an efficient and effective accounting system and an operating surplus

PERSON SPECIFICATIONS

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

- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Good accounting, financial management, budget preparation, budget control and budgetary reporting skills
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Association Treasurer shall maintain direct liaison with:

- Association Committee.
- MNZ Director of Finance.

KEY TASKS

The Association Treasurer shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.
- Be responsible for the day-to-day financial management of the Association in accordance with the Budget approved by the Association Committee.
- Prepare draft Budget for Association Committee approval.
- Prepare reports for Association Committee on current status of income and expenditure against approved Budget.
- Prepare annual financial statements.
- Undertake other duties as required by the Association Committee.

PERFORMANCE EXPECTATIONS / KPI's

The Association Treasurer shall meet the following performance expectations:

- Ensure the Association has sufficient cash resources to meet cash flow requirements.
- Maintain an efficient and effective accounting and budgeting system.
- Attend appropriate Professional Development programmes
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE – COACHING CO-ORDINATOR

(Updated November 2017)

JOB TITLE

Coaching Co-ordinator

POSITION SUMMARY / RESPONSIBILITIES

The Coaching Co-ordinator is the co-ordinator for Coaches and the co-ordinating link with the MNZ Director of Coaching and is responsible to the membership for ensuring that all Coaches receive all necessary information and skill-based trainings to assist their team achieve their best performance

PERSON SPECIFICATIONS

The Coaching 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
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation as it affects Teams.
- Knowledge of MNZ drills and routines requirements.
- Knowledge of MNZ judging criteria and judging sheets.
- Be a holder of MNZ Coaching Level One Accreditation (or obtain within a year of election/appointment), and progress to MNZ Coaching Level Two Accreditation (within two years).
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Coaching Co-ordinator shall maintain direct liaison with:

- Association Committee.
- MNZ Director of Coaching.
- Regional Sports Trust.

KEY TASKS

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

- Contribute to the management of the affairs of the Association.
- Maintain regular communication with the MNZ Director of Coaching.
- Encourage Coaches to improve their accreditation level **and widen their knowledge to understand athlete development and 'how to coach'**.
- Assist Coaches understand the MNZ drills and routines requirements, and the judging criteria and judging sheets.
- Assist Coaches in the practical application of training their Teams to the MNZ drills and routines requirements.
- Conduct **monthly** meetings of Coaches.
- Prepare monthly report for Association Committee.
- In conjunction with the Chief Judge, meet regularly with Coaches and Judges with an emphasis on the practical application of the MNZ drills and routines requirements

PERFORMANCE EXPECTATIONS / KPI's

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

- Create a training environment which is conducive to positive learning and which increases the skill levels of Coaches.
- Satisfactorily handle communications with the MNZ Director of Coaching.
- Successfully complete the MNZ Coaching Level One Accreditation within two years.
- Successfully complete the MNZ Coaching Level Two Accreditation within three years.
- Attend appropriate Regional Sports Trusts courses.
- Attend appropriate Professional Development programmes.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE – CHIEF JUDGE

(Updated November 2017)

JOB TITLE

Chief Judge

POSITION SUMMARY / RESPONSIBILITIES

The Chief Judge is the chief adjudicator of judging matters for the Association both on and off the field of competition and is responsible to the membership for ensuring that all Association competitions and Championships are adjudicated by an appointed panel of judges both fairly and equitably and that all judging is undertaken in accordance with the Marching New Zealand's Drills & Routine and Judging Criteria.

PERSON SPECIFICATIONS

The Chief Judge 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 structures and administration and of the Constitution, Policies and Rules of Participation as it affects Judges
- Thorough knowledge of MNZ drills and routines requirements.
- Thorough knowledge of MNZ judging criteria and judging sheets.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Chief Judge shall maintain direct liaison with:

- Association Committee.
- MNZ Director of Judging.
- Coaching Co-ordinator.

KEY TASKS

The Chief Judge shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.
- Maintain regular communication with the MNZ Director of Judging.
- Encourage Judges to improve their accreditation level **and progress their pathway to achieving Island and National Panels.**
- Assist Judges to understand the MNZ drills and routines requirements, judging criteria and judging sheets and their practical application.
- Conduct **monthly** meetings of Judges.
- Prepare monthly report for Association Committee.
- Submit for Association Committee approval, recommended Judges for appointment as a Panel of Judges for Association Championships and Competitions.
- Act as Chief Judge at all Association Championships and Competitions, or recommend to the Association Committee, a suitably qualified deputy.
- Ensure that a fair, equitable and correct standard of judging is applied at all Association Championships and Competitions.
- In conjunction with the Coaching Co-ordinator, meet regularly with Coaches and Judges with an emphasis on the practical application of the MNZ drills and routines requirements.

PERFORMANCE EXPECTATIONS / KPI's

The Association Chief Judge shall meet the following performance expectations:

- Create a training environment which is conducive to positive learning and increases the skill levels of Judges and implement a training programme for Judges as outlined by the MNZ Director of Judging.
- Satisfactorily handle communications with the MNZ Director of Judging.
- Ensure that at all Association Championships and Competitions, all Judges adjudicate correctly, fairly and equitably.
- When holding dual Chief Judge roles (i.e. Chief Judge for neighbouring Association also) it is envisaged that this be for a maximum of 2 years, in which time the Association will have appointed a suitably trained Chief Judge.
- Attend appropriate Professional Development programmes and Regional Sports Trusts courses.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee

JOB PROFILE – MEMBERSHIP/PRIVACY OFFICER

(Updated February 2020)

JOB TITLE

Membership/Privacy Officer

POSITION SUMMARY / RESPONSIBILITIES

The Membership/Privacy Officer is the holder of personal membership records and is responsible to the membership for ensuring that all Association membership applications are processed in a timely manner.

PERSON SPECIFICATIONS

The Membership/Privacy Officer shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Membership/Privacy Officer shall maintain direct liaison with:

- Association Committee.
- Team Secretary/Treasurer/Coach/Manager.
- MNZ Membership/Privacy Officer/**CEO**

KEY TASKS

The Membership/Privacy Officer shall undertake the following key tasks:

- Maintain a register of the current and immediate previous season's Members.
- Present membership applications to the Association Committee.
- Complete all documentation and procedures in accordance with the Membership and Registrations Paper issued by the MNZ Board each season.

PERFORMANCE EXPECTATIONS / KPI's

The Membership/Privacy Officer shall meet the following performance expectations:

- Maintain Register of Members up to date at all times.
- Ensure prompt handling of all Registration applications.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Association Committee.

JOB PROFILE – PROMOTION/PUBLICITY OFFICER

(Updated November 2017)

JOB TITLE

Promotion/Publicity Officer

POSITION SUMMARY / RESPONSIBILITIES

The Promotion/Publicity Officer is responsible to the membership for ensuring the Association has and implements a Marketing Plan to promote marching and achieve the goals of the Association through the most effective media coverage

PERSON SPECIFICATIONS

The Promotion/Publicity Officer shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Ability to recognise needs of Marching New Zealand, its Participants and Stakeholders
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Promotion/Publicity Officer shall maintain direct liaison with:

- Association Committee.
- MNZ Marketing Co-ordinator/**CEO**.
- Media.

KEY TASKS

The Promotion/Publicity Officer shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.
- Maintain regular communication with the MNZ Marketing Co-ordinator/**CEO**.
- **Maintain all social media options utilised by the Association and contribute regular to social media options.**
- Develop and provide for Association Committee approval, a Marketing Plan and assist the Association to implement the approved Marketing Plan.
- Submit budget for Association Committee approval and monitor expenditure against approved budget.

PERFORMANCE EXPECTATIONS / KPI's

The Promotion/Publicity Officer shall meet the following performance expectations:

- Meet the requirements and timeframes of the Marketing Plan
- **Create an environment which is conducive to profiling the Sport and the Association via social media.**
- Comply with marketing budgeting approvals.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE – COMMITTEE MEMBER

(Updated February 2012)

JOB TITLE

Committee Member

POSITION SUMMARY / RESPONSIBILITIES

The Committee Member is responsible to the membership to complete the tasks, implement the strategies and to achieve the goals determined by the Association Committee

PERSON SPECIFICATIONS

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

- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Committee Member shall maintain direct liaison:

- Association Committee.
- Association Secretary

KEY TASKS

The Committee Members shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association.

PERFORMANCE EXPECTATIONS / KPI's

The Committee Member shall meet the following performance expectations:

- Contribute productively and in a positive manner at all meetings.
- Attend appropriate Professional Development programmes.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Association Committee.

JOB PROFILE - CONVENOR OF SUB COMMITTEE FOR PROMOTION & PUBLICITY

(Updated February 2012)

JOB TITLE

Convenor of Sub Committee for Promotion & Publicity

POSITION SUMMARY / RESPONSIBILITIES

The Convenor of Sub Committee for Promotion & Publicity is responsible to the membership for the work of the Sub-Committee and ensuring the Association has and implements a Marketing Plan to promote marching and achieve the goals of the Association through the most effective media coverage.

PERSON SPECIFICATIONS

The Convenor of Sub Committee for Promotion & Publicity shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to recognise needs of Marching New Zealand, its Participants and Stakeholders
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Convenor of Sub Committee for Promotion & Publicity shall maintain direct liaison:

- Sub-Committee Members
- Association Secretary
- Association Committee.
- MNZ Marketing Co-ordinator.
- Media.

KEY TASKS

The Convenor of Sub Committee for Promotion & Publicity shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association
- In conjunction with the Association Committee establish Sub-Committee and conduct regular meetings of Sub Committee
- Develop and provide for Association Committee approval, a Marketing Plan and assist the Association to implement the approved Marketing Plan.
- Submit budget for Association Committee approval and monitor expenditure against approved budget.
- Maintain regular communication with the MNZ Marketing Co-ordinator.
- Prepare monthly Sub-Committee report for Association Committee.

PERFORMANCE EXPECTATIONS / KPI's

The Convenor of Sub Committee for Promotion & Publicity shall meet the following performance expectations:

- Contribute productively and in a positive manner at all meetings.
- Meet the requirements and timeframes of the Marketing Plan
- Comply with marketing budgeting approvals.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE - CONVENOR OF SUB COMMITTEE FOR TECHNICAL & COACHING/JUDGING

(Updated February 2012)

JOB TITLE

Convenor of Sub Committee for Technical & Coaching/Judging

POSITION SUMMARY / RESPONSIBILITIES

The Convenor of Sub Committee for Technical & Coaching/Judging is responsible to the membership for the work of the Sub Committee organising all 'technical' aspects for the Association, including all competitions/championships and workshops, seminars, training meetings for coaches and judges ensuring they receive all necessary information and skill-based trainings to assist their professional development as a Coach or Judge

PERSON SPECIFICATIONS

The Convenor of Sub Committee for Technical & Coaching/Judging shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Convenor of Sub Committee for Technical & Coaching/Judging shall maintain direct liaison with:

- Sub-Committee Members
- Association Secretary
- Association Committee.
- Chief Judge and Coaching Co-ordinator

KEY TASKS

The Convenor of Sub Committee for Technical & Coaching/Judging shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association
- In conjunction with the Association Committee establish Sub-Committee and conduct regular meetings of Sub Committee
- Recommend for Association Committee approval, attendance at external workshop/seminars/trainings that will assist the professional development of Coaches and Judges
- Develop and provide for Association Committee approval, recommended workshop/seminars/trainings and assist the Association to conduct the approved workshop/seminars/trainings
- Submit budget for Association Committee approval and monitor expenditure against approved budget.
- Establish competition/championship dates and recommend to Association Committee for approval
- Undertake all arrangements for successful competition/championship
- Prepare monthly Sub-Committee report for Association Committee.

PERFORMANCE EXPECTATIONS / KPI's

The Convenor of Sub Committee for Technical & Coaching/Judging shall meet the following expectations:

- Contribute productively and in a positive manner at all meetings.
- Meet the requirements and timeframes of arrangements for recommended workshops/seminars/trainings
- Meet the requirements and timeframes of arrangements for competition/championship
- Comply with budgeting approvals.
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee.

JOB PROFILE - CONVENOR OF SUB COMMITTEE FOR PLANNING & DEVELOPMENT

(Updated February 2012)

JOB TITLE

Convenor of Sub Committee for Planning & Development

POSITION SUMMARY / RESPONSIBILITIES

The Convenor of Sub Committee for Planning & Development is responsible to the membership for the work of the Sub Committee ensuring that the Strategic and Annual Plan is developed and progressed and to identify and arrange development opportunities; for example- workshops, seminars, trainings for the administrators of the sport.

PERSON SPECIFICATIONS

The Convenor of Sub Committee for Planning & Development shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Ability to act in a managing role
- Knowledge of MNZ structures and administration and of the Constitution, Policies and Rules of Participation
- Knowledge, expertise and ability to provide influence relevant to the Association's affairs.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good organisational skills and an effective administrator
- Good communication and listening skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Convenor of Sub Committee for Planning & Development shall maintain direct liaison with:

- Sub-Committee Members
- Association President
- Association Secretary
- Association Committee.

KEY TASKS

The Convenor of Sub Committee for Planning & Development shall undertake the following key tasks:

- Contribute to the management of the affairs of the Association
- In conjunction with the Association Committee establish Sub-Committee and conduct regular meetings of Sub Committee
- Recommend for Association Committee approval, attendance at external workshop/seminars/trainings that will assist the professional development of the administrators of the sport
- Develop and provide for Association Committee discussion and approval, draft Strategic /Annual Plan
- Monitor/review Strategic Plan and make recommendations to Association Committee
- Monitor/review progress of Annual Plan, ensuring target dates met.
- Prepare monthly Sub-Committee report for Association Committee.

PERFORMANCE EXPECTATIONS / KPI's

The Convenor of Sub Committee for Planning & Development shall meet the following expectations:

- Contribute productively and in a positive manner at all meetings.
- Meet the requirements and timeframes to monitor/review Strategic plan
- Meet the requirements and timeframes to monitor/review Annual plan
- Set a high standard of professional conduct
- Undertake any other duties required by the Association Committee