

JOB PROFILE – TROPHY CUSTODIAN

(Updated February 2020)

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.

TERM

Annual appointment, effective 1st July each year

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 the 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.

REMUNERATION

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