

JOB PROFILE – NATIONAL CHIEF RECORDER

(Updated September 2024)

JOB TITLE – National Chief Recorder

POSITION SUMMARY / RESPONSIBILITIES

The National Chief Recorder is responsible to the Board ensuring the NZ Championship event recording room duties are fulfilled appropriately to minimise errors for this pinnacle event.

TERM

Annual appointment, effective 1st July each year

PERSON SPECIFICATIONS

The National Chief Recorder 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 supervise volunteers.
- Knowledge of the Recorders Handbooks and how the recording room operates at a National Event.
- Knowledge and understanding of the Judging Scoring System & Competition Master Sheets.
- Computer literate, particularly with Microsoft Excel Spreadsheets.
- Effective administrator, with good communication, and written skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

REPORTING LINES / WORKING RELATIONSHIPS

The National Chief Recorder shall maintain direct liaison with:

- MNZ Executive Officer
- Board via the MNZ Executive Officer
- MNZ Technical Manager

KEY TASKS

The National Chief Recorder shall undertake the following key tasks:

- Maintain recording room procedures utilised by Marching New Zealand.
- Attend the NZ Championship Event.
- Carry out routine analysis of all judges' sheets from all association competitions and championships.

PERFORMANCE EXPECTATIONS / KPI's

The National Chief Recorder shall meet the following performance expectations:

- Create an environment which is conducive to the smooth running of the recording room.
- Recommend to the Board changes (if any) and best practise for the recording room duties or tasks.
- 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 by the MNZ Director of Finance.