

# JOB PROFILE - PRESIDENT

(Updated April 2024)

**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:

- MNZ Board
- MNZ Executive Officer
- Director of Finance
- Honorary Solicitor
- Technical Working Party via MNZ Executive Officer

## **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
- All meetings attended.

## **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.