

Wellington Group Management Team – Position Descriptions

JOB DESCRIPTION

POSITION TITLE:	President
RESPONSIBLE TO:	AAPNZ National Executive Committee Wellington AAPNZ Group
COORDINATES WITH:	Other Group Management Team Members Wellington Group Members Other AAPNZ Groups Corporate Sponsors
PURPOSE OF POSITION:	Leading the Wellington Group towards its goals and objectives as set out in the Business Plan.
ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:	<ol style="list-style-type: none"> 1. Leading the Group Management Team 2. Reporting to the National Executive Committee
TASKS:	<ol style="list-style-type: none"> 1. Coordinates Group Management Team monthly meetings and Strategic Planning days. 2. Spokesperson for the Wellington Group 3. Provide monthly reports to Wellington Group members (via the newsletter) 4. Provide reports to NEC and AdmiNZ Editor quarterly. 5. Liaise with Corporate Sponsors (as required)
PERSON SPECIFICATION:	<ol style="list-style-type: none"> 1. Ten + hours per month. 2. Leadership and presentation skills desired but not essential as you learn on the job!! 3. The art of delegation is very handy! 4. Lots of smiles☺