

## **Position Description – HPSAANZ Executive President**

The position of President for HPSAANZ is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The President shall hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

### **Purpose of Position**

- To oversee the functioning of the association in conjunction with members of the executive.
- To hold HPSAANZ executive and professional committees accountable to the expectations and rules as guided by the HPSAANZ constitution and code of conduct
- To represent the association and its members to third parties as appropriate

### **Key Tasks**

- Coordinate and ensure a chair is set for regular meetings including AGM, executive meetings and others as required
- Represent HPSAANZ where appropriate to the media and other third parties
- Ensure the operations of the association are conducted according to the HPSAANZ code of conduct and constitution to the best of their knowledge
- Provide an annual report to members at AGM
- Make final decisions on items that are locked in voting and communicate to members
- Support other members of the executive and delegate tasks in periods of increased activity or unplanned absence
- Attend executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media coordinator.
- Hold full membership of HPSAANZ and be currently working within the profession
- Thorough understanding of the profession and the needs of members

- Have a working understanding and hold master copies of the Association rules, procedures and roles of the various people involved, establishing sub-committees, co-opting others as necessary, and delegating roles as appropriate
- In conjunction with executive ensure all legal requirements are met, e.g. responsibilities to Charities Commission and Registrar of Incorporated Societies, IRD etc
- Manage the Association's AGM, ensuring reports and procedures are completed correctly
- Ensure Association has a representative for each Early Education Federation and ECAC meeting
- Keep in contact with the Association's finances, through the Treasurer
- Steer the meeting through the agenda, summarising what has been said, ensuring each person has an opportunity to contribute, endeavouring to reach consensus. Move to vote if necessary
- Maintaining connections with international colleagues

**Time commitment:**

- Attendance at a 2 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences and AGM
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive