

Association of Hospital Play Specialist Aotearoa New Zealand Position Description – HPSAANZ Professional Development Coordinator

The position of Professional Development Coordinator for HPSAANZ is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Professional Development Coordinator 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 delivery of professional development opportunities to members
- To facilitate networking opportunities for members Key tasks
- Disseminates information about relevant research and professional development opportunities to members
- Sources appropriate web-based training for members
- Manages and coordinates the Networking Sessions provided to members.
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Shares industry relevant information and news with the social media co-ordinator.

Essential criteria

- Hold full membership of HPSAANZ and be currently working within the profession
- Thorough understanding of the profession and the needs of members

Time commitment:

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