

Association of Hospital Play Specialists Aotearoa New Zealand

Executive committee Position Description –

HPSAANZ Registration Council Liaison

The position of Registration Council Liaison for HPSAANZ is a voluntary position. The executive committee is elected by the membership biannually. The executive committee RC Liaison position is a two year tenure. The role is appointed by way of vote from members of the association. The Registration Council Liaison will hold office for a two year tenure following their appointment, at which point they may offer themselves for re-appointment.

Purpose of Position

- To co-ordinate and share relevant industry information with the wider professional and executive and work to support the HPS profession in the education of HPS.
- To act as a Liaison between the Registration council and the executive committee.
- Attend the joint HPSRC and HPSAANZ registration programme annual face to face review with the president.
- To assist the executive committee with the overall functioning of the HPSAANZ as the professional body for HPS in New Zealand Aotearoa in relation to the HPS registration programme is delivered by the HPS RC programme.

Key Tasks

- To communicate relevant information identified by the executive committee with the Registration Council.
- Report any relevant Registration updates to the executive committee at monthly meetings.
- To attend an annual face to face meeting with the Registration council as a representative of the executive committee.
- Support the work of the Registration Council to maintain accurate records together with the membership coordinator.
- Attend executive and other relevant meetings as required and act on allocated tasks in a timely manner HPSAANZ.
- Speak to the HPRC tabled report to share with the HPSAANZ executive
- Provide a report back to the HPSRC

- Feedback workforce development and Self regulating body allied health information to HPSRC.
- Being familiar with the RC manual and operations.

Essential Criteria

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

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
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive
- Attend operational meetings 2-3 hours annually (February)
- Attend joint annual review meeting (November) meeting 4-5hours annually