



Waitakere Ethnic Board Inc.

Tui tui tui-tuia nga herenga

Bringing Cultures Together

P O Box 15765, New Lynn

Job Description for WEB Executive 2006-2007

Requirements for Executive Committee Membership:

- The primary requirement is a commitment to work for the greater good of WEB and its members. Ideally committee members will bring skills, knowledge and experience relevant to the governing role.
- Committee members may be required from time to time to lead or serve on Board working parties, standing on ad hoc committees. There is an expectation that members will make a commitment to attending all monthly Executive Committee meetings and such other committee or working party meetings as negotiated.
- There is an expectation that Board membership carries with it a responsibility to attend all WEB meetings. If absence is unavoidable, advance notice and apologies should be given.

Role of the President

The responsibilities of the President shall be:

Keeping the Board focused on its work through:

- Consultation with the Executive on various subjects such as finance, strategies, management of events, etc.
- Overseeing the activities of other Executive members and the various committees.
- Presiding and Facilitating Executive Committee and Board meetings effectively and to prepare Agenda for same.
- Acting as the organisation's public spokesperson. From time to time this function may be delegated to another Board member.
- In this work, both President and the Executive keep processes clear, and learn from one another in an atmosphere of openness.
- Initiating and recommending new laws or amendments for approval of the Executive Committee. (EC).
- Identifying and proposing means by which the EC's objectives can be pursued.
- Ensuring that realistic goals are set for the organisation.
- Ensuring that a strategic plan is set and monitored.
- Initiating treaties, contracts or agreement with other EC's heads or external parties, subject to approval by the Executive.
- Conducting exchange of communication with external parties.
- Receiving dignitaries and other external parties with which the EC should or would want to establish a relationship.
- Calling for a special meeting for a reasonable purpose.

- Representing the EC at Conferences and other outside forums on in his/her inability, designate a proxy.
- Acting as a bridge between the EC, its stakeholders and the outside world.
- Establishing relationships and negotiating compromises with external parties.
- Offering measures to solve or resolve internal or external issues.
- If the presiding officer in a meeting, he/she can cast a vote to break a tie if the vote of the EC ends in a tie.
- Requesting for new authority from the EC to respond/resolve critical issues.
- Taking initiatives or applying pressure on the EC representatives deemed beneficial to the Board and its members.
- Preparing an Annual Economic report to the EC and its members.
- Checking the accuracy of the Annual Report/Financial Statements prepared by the other EC members.
- Announcing policies, positions and other relevant news about the EC or rally public opinion through mass media.
- Be the Symbol of the EC – its hopes and aspirations, its fears and disappointments.

Role of the Treasurer

- Recording day to day amounts of money spent and received by the organisation.
- Developing and checking budgets with EC.
- Present monthly reports at Board meetings, in conjunction with the EC
- Confirm annual budget with President and EC.
- Sign off annual accounts for auditing and preparation of the Annual Report.
- Work and advise the Board to ensure that accurate accounts are kept of the organisation financial transactions.
- Ensuring financial matters are transparent, accurate and timely.
- Reviewing financial processes with the EC.
- Analysing the financial performance of the organisation.
- Preparation and submit financial statements and reports as required by the NZ Companies Offices, and for external and internal users.

Role of the Secretary

- Administrative support to EC when required.
- Establishing membership database, to ensure all information is correctly listed
- Recording information of the EC as relevant for office
- Attending meetings and take minutes of the meetings.
- Copying and circulating same to all EC.
- Arranging meetings and inform all members of the organisation
- Typing letters, reports, presentations and other documents
- Maintaining a file of all relevant documents of the organisation
- Handling incoming and outgoing correspondence (mails, telephone calls, faxes, e-mails)
- Carrying out research and prepare specialist documents
- If designated by the President of the Board, to represent the organisation in conferences and external forums
- Identifying and proposing means by which the Board's objectives can be pursued.

- Initiating and recommending new laws of amendments for approval of the Executive Committee

Role of the Public Relations Officer

- Write news releases and other articles as requested by the EC
- Provide information to the public when requested by the EC
- Maintain and update the organisation's website in conjunction with the EC
- Provide information to the EC on matters relative to the organisation.

Role of the Community Relations Officer

- Ensuring WEB is represented at all community network meetings
- Encourage Ethnic groups/individuals with diverse cultures and origins to join WEB
- Organise and administer the monthly networking meetings in conjunction with EC
- Attend community organised functions with EC.
- Assist in community related projects.
- Identify resources to build/maintain membership for the organisation.

Role of Executive Committee Member

- The role of the Executive Committee is to govern the organisation on behalf of members.
- To attend all monthly Board meetings.
- Be prepared to serve on sub-committees or working groups.
- If authority is delegated on any specific topic, a Committee member may be required to speak on behalf of the Board.
- Represent WEB with a profile relevant to the working of an Ethnic organisation.
- Develop relationships with Ethnic groups and individuals.
- Be proactive in assisting the EC when and where required.
- Be actively seeking to better processes/resources of the organisation.

Role of a Delegate to a non-WEB Committee/ Board/Advisory or Steering Group

- To attend meetings as requested by the WEB Board.
- To speak on behalf of WEB and to report back to the Board

Working Parties and Sub-Committees

- Executive committee members should be expected to lead or participate in working groups and committees and or ad hoc committees formed in response to needs. Such working groups offer the opportunity for the Board to research, consult, and think in greater depth and work towards solving problems or pursuing particular issues. All such groups should have an appointed convenor whose task is to manage the piece of work and to report progress and bring recommendations for action to the Board. All such groups should have, at least, a set of goals and framework for action which has been approved by the Board.
- These sub-committees and working groups should be kept to a minimum, and should be reviewed at least yearly to ensure their ongoing relevance.
- All working groups and sub-committee are accountable to the Board. There is an expectation that Board members will be kept well informed in all areas of Board

operations both ongoing and short term. To this end, and at the request of the Board, written reports from various working groups and sub-committees should be presented to Board members prior to meetings.

Essential Attributes of Executive Committee Members:

- Experience in governance of a Not for Profit or Non Governmental Organisation and willingness to participate in ongoing up-skilling and governance training programs.
- Commitment to read reports and gather information as required.
- Ability to see ‘the big picture’.
- Good communication skills.
- Willingness to participate in networking meetings and workshops.
- Enthusiasm, passion and commitment to doing a worthwhile job.

The WEB Executive also has the ability to co-opt individuals and professionals with additional skills as and when necessary to support the achievement of WEB’s objectives.