

NZFRS ARTISTIC ROLLER SPORTS COMMITTEE

JOB DESCRIPTION

Chairperson

This position is an elected role with a 3-year term and voting rights on the New Zealand Artistic Roller Sports Committee and represents the interests of the NZ Artistic Roller Sports Committee on the NZFRS Board as a member in a governance role.

Responsible to:

The Chairperson is directly responsible to Skate New Zealand (NZFRS) and indirectly to members of the Committee.

Responsibilities and Duties:

- Attend and lead all NZ Artistic Roller Sports Committee meetings throughout the year (Quarterly meetings and occasional supplementary meetings)
- Regularly attend Board meetings and General Meetings of the Federation to provide good governance for the Federation and act in the best interests of the Federation at all times;
- Is delegated the responsibility by the NZFRS Board for ensuring the efficient administration of the artistic discipline, strictly in accordance with the Constitution and any Bylaws and any directives from the Board
- Foster artistic skating for skaters throughout New Zealand
- Lead, support and participate in the decision-making processes and projects of the NZ Artistic Roller Sports Committee
- Work to ensure there is a coordinated approach to projects within the sub-committees of the Artistic Committee, fostering collaboration
- Manage to ensure all projects are delivered in an appropriate time frame
- Has a strategic focus and leads to meet this focus
- Work with and assign tasks to the Committee members as needed
- Support artistic team trainings and squads, competitions and championships nationally and internationally in the role of Artistic Chairperson
- Act in a professional manner at all times and maintain confidentiality in accordance with NZFRS policy and the Privacy Act

Knowledge and Skills Required:

- Strong organisational and management skills
- Computer literacy

- Able to allocate regular time periods to manage communications and tasks and ongoing responsibilities
- Available to attend Committee meetings and Board meetings

Eligibility:

- Current paid up member of Skate New Zealand (NZFRS)
- Previous people and organisation management experience preferred

This position is voluntary with reimbursement of reasonable costs involved i.e. travel, stationery etc.