



Office Bearer Roles and Functions

The elected roles can be taken by anyone who has full organisational membership.

Elected Chair	Elected Regional leads <i>Northern/ Midland/ Central/ Southern</i>	Elected Secretary	Elected Treasurer
<ul style="list-style-type: none"> ▪ Interface with national nursing leadership stakeholders as required on our behalf- attends National Nursing Organisation (NNO) group 3 times per year ▪ Feedback to NENZ and NENZ exec on NNO. ▪ Lead strategic planning process ▪ Leads NENZ position paper development ▪ National spokesperson unless other arrangements agreed for media etc. ▪ Prepare annual report for AGM ▪ Seeks representation for national groups 	<ul style="list-style-type: none"> ▪ Share information and seek feedback within their regions ▪ Provide annual written updates for AGM and verbal updates for all face to face meetings. ▪ Organise regional forums i.e. workshops and meetings ▪ Promote NENZ full and associate membership within their region. ▪ Manage the completion of any projects allocated to the region by the executive committee 	<ul style="list-style-type: none"> ▪ Arrange minutes from all meetings ▪ Circulate agendas ▪ Arrange speakers for national meetings ▪ Organise teleconferences ▪ Circulate sector information as required ▪ Manage correspondence ▪ Logistics for national forums ▪ Process new member applications ▪ Organise AGM and processes with chair 	<ul style="list-style-type: none"> ▪ Invoice new members subscriptions. ▪ Maintain current active membership contact details list. ▪ Provide financial audit and required reports. ▪ Maintain signatory requirements for banking purposes. ▪ Arrange payment for invoices validated and received. ▪ Action finance related decisions of the executive committee or AGM. ▪ Prepare annual report for AGM ▪ Maintain accurate financial records.
<p>Admin/ project support</p>	<ul style="list-style-type: none"> ▪ Assist with national meeting development/ AGM process ▪ Website management/ e-news bulletin/ general comms ▪ Collate sector consultation feedback ▪ Specific time-framed / costed projects ▪ Support all NENZ executive roles as required/ requested ▪ Manage central NENZ Cloud storage ▪ Not elected: contracted paid position 		
<p>Finance support</p>	<ul style="list-style-type: none"> ▪ Manages membership lists ▪ Supports Treasurer role ▪ Invoice process. ▪ Monthly membership stats and invoicing information ▪ Not elected: contracted paid position 		