

CNSSNZ Committee Job Descriptions

President:

- Chair all committee meetings / AGM's
- Undertake any committee reports to summarise current strategies / processes
- To mediate any issues within the committee or between the CNSSNZ members and the committee
- To support communication with external groups, for example nursing council, NZNO, Pharmac
- To manage and respond to incoming communication as necessary
- Delegate work as necessary

President Elect:

- Provides support to the president
- To provide acting presidency when president unavailable or requires support

Immediate Past President:

- Provides support to the president

Secretary:

- To undertake minutes for each committee / AGM meeting
- Manage AGM items for upcoming meetings
- To send out minutes before and after each meeting
- To manage all incoming mail and redirect to appropriate members
- To send out newsletter and any correspondence to all members
- General administration

Secretary elect:

- Support secretary and treasurer roles
- Membership / Wix management

Treasurer:

- Management of bank accounts
- Payments and authorisation
- Financial reports
- Charity reports
- Charity website maintenance

Treasurer elect:

- Support the treasurer

Membership Coordinator:

- Respond to any membership enquires
- Coordinate yearly membership subscription
- Monthly report to committee members on membership numbers

Website coordinator:

- Liaise with Sam from “Jolly Elephant” for ongoing maintenance of website
- Keep website up to date with any relevant documents from committee

Newsletter Coordinator:

- Responsible for producing and publishing quarterly newsletter

**Registered Office
c/oTracey Kunac
CNSSNZ Treasurer
5 Hooker Ave
Hamilton 3210**