



Job Title:	President	Job Category:	Executive
Applications Accepted By: Nomination and voting via RWNZ general membership			
The Organisation <p>RWNZ is a non-profit, volunteer-run organisation active since September 1990. Our aim is to promote excellence in the genre of romantic fiction by:</p> <ul style="list-style-type: none">• Providing and facilitating education for our members• Promoting a high quality of writing• Encouraging members to become published authors and establish careers in romance writing• Stimulating mutual support and networking opportunities among members• Advocating a positive and professional image of romance authors and their works <p>Membership is approximately 400, with an annual membership income of \$23,600.</p>			
Job Description			
Role and Responsibilities (as per the rules)			
Summary <ul style="list-style-type: none">• Serve as the Chief Executive Officer of RWNZ.• Serve as spokesperson in regard to established policy.• Call, set the agenda for, and preside over all meetings of the Executive Committee and meetings of the membership.• Appoint, with Executive approval, such committees as may be needed or provided for in the Rules and the chairpersons of such committees.• Serve as ex-officio member of all committees.• Appoint, with the approval of the Executive, non-voting office holders.• Execute RWNZ business as specified by the Executive Committee and established policy including, but not limited to the expenditure of RWNZ funds in accordance with the annual budget approved by the Executive.• Open and close all bank accounts in conjunction with the Treasurer and Secretary.• Act as cheque signatory.• Co-ordinate all activities.• Attend Executive meetings (in person, via phone or the internet).• Fulfill any other obligations designated by the Executive. <p>Reporting to the Executive Committee, the President will have overall strategic, financial and operational responsibility for RWNZ's volunteers, programs, expansion and execution of its mission. S/he will initially develop a deep knowledge of the industry, core programs, operations and business plans.</p>			
LEADERSHIP & MANAGEMENT <ul style="list-style-type: none">• Ensure ongoing program excellence, rigorous program evaluation, consistent quality of financials and administration, communications, and systems; recommend timelines and resources needed to achieve strategic goals.• Actively engage and energise RWNZ non-profit volunteers, committee members, portfolio managers, honorary members, partnering organisations, sponsors and the membership• Develop, maintain and support a strong committee, seek and build board involvement with strategic direction for ongoing national operations, and ensure committee members and volunteers are properly resourced and supported			

- Lead, coach, develop and retain RWNZ's non-profit high performance management team. Ensure all committee members and staff are aware of their governance responsibilities, and that RWNZ complies with all applicable laws and by-laws, and that the RWNZ Constitution and Code of Conduct is observed.
- Liaise in a professional manner with RWAustralia and RWA Presidents
- Ensure effective systems to assess program viability, benefits and appeal and service to members, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, sponsors, members and other parties.

FUNDRAISING & COMMUNICATIONS

- Expand national revenue generating and fundraising activities to support existing program operations, to create opportunities for more programs and services, while simultaneously reducing debt
- Co-ordinate with the Vice-President on the ongoing Grant Applications process to ensure s/he is applying for grants and getting them completed on time
- In conjunction with the Publicity Officer, deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger organisation brand
- Use external presence and relationships to garner new opportunities

PLANNING & NEW BUSINESS

- Lead the Executive in updating the strategic business plan
- Begin to build new partnerships in new markets, and attract new members, while retaining current memberships and reducing attrition of both members and volunteers.

RWNZ PRESIDENT AS DIRECTOR

As the President of RWNZ, you are seen as the Director of the organization in the eyes of Incorporated Society Register. The legal requirements mean that you must:

- Be honest and careful in your dealings at all times
- Know what your company is doing
- Take extra care if your company is operating a business because you may be handling other people's money
- Make sure that your company can pay its debts on time
- See that your company keeps proper financial records
- Act in the company's best interests, even if this may not be in your own interests,
- Use any information you get through your position properly and in the best interests of the organisation. Using that information to gain, directly or indirectly, an advantage for yourself or for any other person, or to harm the organisation may be a crime or may expose you to other claims. This information need not be confidential; if you use it the wrong way and dishonestly, it may still be a crime.
- Ensure all relevant documents (e.g.; Change of Directors) is updated and lodged with Company's Office when necessary, and particularly after August AGM Meeting

General Duties

RWNZ AWARDS MANAGEMENT

- Honorary Life Member Awards – consult (with Jean Drew) draft and implement policy on selection and when this award is offered.
- General oversight of the process to ensure decisions, prizes, and award preparation are coordinated.
- Ensure all general awards are finalized, trophies, certificates and/or medals are organized, and any prize money cheques are signed (2x signatures required) BEFORE Awards Dinner at the annual RWNZ Conference.

MEETINGS

The President presides over the Executive Committee and AGM Meetings

- Ensure an agenda is prepared by the Secretary and distributed to committee members, and to the general membership in the case of the AGM.
- Draft reporting schedules, in consultation with the Vice-President, and ensure Secretary distributes them to all necessary parties.
- Chairs meetings and encourages members to participate in discussions, and call to order to arrive at decisions in an orderly, timely and democratic manner.
- Prepare a progress report for each meeting to bring committee up to date.
- Prepare an Executive/Annual report for the AGM, and present (max 15 mins in length, AGM is confined to a 30min format).
- Coordinate with Treasurer and Secretary/Admin to ensure all necessary financial and membership reports are completed and ready to be presented at AGM.
- Note all outgoing and incoming committee members' details at Aug AGM, and ensure the Executive email Dropbox and Emails are updated accordingly.

CONFERENCE

- Read and assess all agreements and invitations, then sign.
- Provide advisory support to Conference Team with input from the Executive Committee
- Monitor, along with Treasure, spending and budget for conference planning
- Ensure all awards are prepared and ready as per awards duties listed above.
- Ensure Conference Team organizes room for AGM Meeting, and that an agenda is prepared by the Secretary, as per meeting duties listed above.
- Be available and visible on site at conference from the Thursday before.
- Officially open conference (keep it brief)
- Officially close conference (keep it brief)
- Meetings (as required) throughout the course of conference with members, committee, sponsors and partners, etc.
- Handle media engagements if and when necessary

VOLUNTEERS MANAGEMENT

- Ensure that all committee positions have updated descriptions with clearly defined role and responsibilities/duties
- Ensure all portfolios have defined processes and procedures, and a clear process for communication, as well as any necessary documents pertinent to their portfolio
- Ensure that Admin has updated versions of all descriptions, policies and procedures, ongoing, and that new committee members receive a copy of their portfolio in a timely manner of accepting their position
- Ensure that all committee positions that are becoming vacant are communicated by Secretary to Heart To Heart and via Social Media Team, and that a handover is completed by the previous portfolio owner.
- Receive and address any complaints or requests for support from the Volunteer Team and the Executive.
- Address and resolve any governance, legal, financial or administrative issue that may arise (e.g.; plagiarism, membership complaints concerning the running of the association and major events).
- Step in where necessary when roles become vacant

FINANCIAL

- Ensure the financial viability of RWNZ now and in the immediate future
- Ensure all spending is approved by the Executive

- Ensure the Treasurer provides management accounts on a bi-monthly basis
- Oversee who has financial signing ability on the bank accounts at all times.

Competencies/ Preferred Skills

- Should be fully versed in the Rules of RWNZ
- Should understand the goals of the organization
- Should be familiar with, and should follow the RWNZ Strategic Plan
- Should have been a member of RWNZ for at least 3-5 years
- Should have experience of board management
- Have good leadership skills
- Be able to think strategically and have long term vision
- Understand the financial position of the organisation
- Have good interpersonal skills

Drafted By:	Bronwen Evans	Date:	2017-05-30
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