

Job Descriptions National Executive Committee

NATIONAL PRESIDENT

Key Responsibilities:

- Leads the organisation in its work plan, activities and ensures that it is in line with the organisations strategic direction and achieving its overall goals and mission.
- ensures that the organisations affairs are managed professionally and meet compliance and accountability requirements- promotes good governance, transparency and accountability at all levels of the organization.
- Chairs PACIFICA's meetings: all National Executive Committee meetings, Council meetings and the Annual General Meeting as well as any other meeting deemed necessary by the National Executive Committee.
- Advocates for the aspirations, progress and development of PACIFICA members/branches, Pasifika women in general, Pasifika families and communities in Aotearoa, regionally and internationally.
- is the key spokesperson for the organization in the media and other forums

Other competencies:

- Has a knowledge of meeting procedures, the organisations' constitution, policies
- Has an understanding of issues that impact on the wellbeing and progress of pasifika women, youth, communities in Aotearoa
- Has a knowledge of the different international conventions, treaties and responsibilities that PACIFICA adheres to, as well as keep abreast of developments within Aotearoa New Zealand, the Pacific and globally.

Vice President (3) from the Central, Northern, Southern regions

Like the National President, the Vice President (VP) is a public example of the organisation. As well as deputising at meetings in the absence of the National President, the VP should be as familiar as the President with policy and procedural matters of the organisation. In the unlikely or unforeseen event of the President's resignation or death, the VP is required to take over the position until the National Executive Committee decides that an election is required. Given that PACIFICA Inc elects three Vice Presidents, the Constitution makes provisions for how responsibilities can be allocated.

Key Responsibilities:

- Disseminates information to the membership/branches within her particular region
- Liaises between the National Executive and her region on key matters/issues, local, national projects/events.
- Mentors the establishment of new branches
- Provides pastoral care for the branches within her region
- Provides a report to National Executive and National Council Meetings on

matters pertaining to her region. This can include work plan, projects, activities/events that support the strategic direction of the organization.

- Collates/presents/receives remits from branches
- Chairs the Mini-conferences in her region
- Other duties as assigned.

NATIONAL SECRETARY

The Secretary is the memory of the Executive and should be well organized with the storing of the organisations key documents, correspondence and in particular the minutes for every meeting the National President, National executive and general membership are a part of. (National Council, AGM/National Conference, National Executive meetings and others) Minutes are the mandate that guides the work of the organization. Without accurate and timely distribution of Minutes the organization and membership will not function adequately.

Key Responsibilities:

- Maintains an accurate record of the minutes of every meeting held by National Executive and other regional, national meetings of the organization and distributes these minutes within 2 weeks of completion of event.
- Sets the agenda in consultation with the National President, National Executive Committee and others where appropriate.
- Receives and acknowledges all incoming correspondence and after consultation with National Executive responds to special requests from members/organisations/public.
- Maintains policy and procedure manual
- Other duties as assigned.

NATIONAL TREASURER

Key Responsibilities:

- Maintains full registration of members and branches of PACIFICA Inc
- Prepares a set of accounts annually, e.g. income and expenditure statement and balance sheet for independent audit (the audit to be carried out by a qualified accountant/auditor as approved by the National Executive Committee. The audit must be completed as soon as possible after the end of the financial year – the audited accounts will be included in the Annual Report of PACIFICA Inc and will be presented to the AGM of PACIFICA Inc.
- Ensures Interim income and expenditure report is prepared for each Council Meeting Interim income and expenditure report is to be prepared for each National Executive Committee meeting
- Ensures All IRD returns are to be prepared and dispatched before due date.
- Prepares funding applications on behalf of PACIFICA Inc.
- Manages/Monitors expenditure per grant or project Monies
- Has oversight of all financial transactions in the organization.
- Other duties as assigned

ASSISTANT NATIONAL TREASURER

The National Assistant Treasurer works to support the National Treasurer and the financial arm of PACIFICA Inc.

On successfully being elected to the office of National Assistant Treasurer, the National Treasurer shall discuss and negotiate with the Assistant Treasurer her duties. These duties will be presented to the National Executive Committee for confirmation.

NATIONAL COMMUNICATIONS OFFICER

The National Communications officer works to support the communications/Media arm of PACIFICA Inc.

Key Responsibilities:

- Manages PACIFICA Incs social media platforms.
- Manages PACIFICA INC website
- Produces and distributes to membership a PACIFICA INC quarterly newsletter and a National Executive Bulletin after every meeting of National Executive
- Manages all communications/media matters of PACIFICA INC
- Prepares reports, submissions, presentations where required
- Prepares press releases, articles, stories and distributes to media networks and significant others/posting to website/social media
- Advises National Executive/membership on communications/media matters as per Communications-Media Policy when the need arises.
- Prepares a media kit/interview notes for National President for interviews with the media.

NATIONAL YOUNG PACIFICA REPRESENTATIVE

The Young PACIFICA representative on the National Executive is elected by Young PACIFICA members of the organisation. They work in conjunction with members and branches, to network with younger members between the ages of 12 and 25 years of age inclusive. The aim is to identify the issues and needs of young members so that these can be acknowledged and responded to at all levels of the organisation.

Key Responsibilities:

- Articulates the voice of youth in all forums/levels of PACIFICA Inc
- Recruits and inspires youth members to join the organization
- Participates in Young Womens Conference and other events to promote PACIFICA Inc.
- Networks and works in collaboration with other organisations/groups with a youth population.
- Develops and implements PACIFICA youth strategy with young women PACIFICA members AND significant others.

