

## NZANLP Committee Member Role Description

<b>Title</b>	NZANLP Leadership Team Member (Committee)
<b>Responsible to</b>	NZANLP President Fellow Leadership Team Members NZANLP Members
<b>Position Purpose</b>	To work collaboratively to deliver services to the membership in accordance with the Vision and Objectives in the NZANLP Constitution
<b>Reporting requirements</b>	Contribute to Annual Committee report presented at AGM
<b>Time Commitment</b>	Approximately 8 hours per month, may be more at times

## Portfolio Responsibilities

### Membership Co-ordinator

- Send out New Member's packs
- Update Brochure
- Update Member's Handbook
- Communicate benefits with members – Newsletter, Facebook posts, survey members, research what like organisations are doing, eg ABNLP
- Liaise with Regional Groups, Approved Supervisors and Trainers
- Logs Verification April – June
- Maintain summary list of members' email addresses and provide to Communications Coordinator

### Events Co-ordinator

- Source presenters and book venue, arrange catering for PD and AGM/ Leadership Team Planning Meeting
- Chair subcommittee for Conference - Source presenters, book venue and arrange catering for Conference
- Provide information for Communications Coordinator to add to newsletter re upcoming Events and reviews
- Maintain a list of presenters and their Presentation topics and update annually, seeking new presenters and new topics
- Collate a list of suitable venues in Auckland, Wellington and Christchurch and maintain
- Maintain a price list for venues and catering

**Communications Co-ordinator: Facebook Administrator**

NZANLP – Association Members only

NZANLP - NZ Association of Neuro Linguistic Programming public page

- Create Facebook Events for PD day and Biannual Conference
- Set up regular postings for Facebook promotional campaigns, daily in Earlybird phase
- Make postings on our FB pages on a weekly basis that keep an NLP profile on social media
- Moderate Facebook posts
- Take photos at PD days and post with a comment next day on both Facebook sites

**Communications Co-ordinator: Newsletter**

Compile content and contact people to provide copy: President's report, Regional Group Coordinators, NLP Trainers, Members

Newsletter Dates

1. February Actions from Planning meeting and advise Membership Invoices March
2. Early May Promote June PD and AGM
3. July – new Leadership Team
4. September Promoting PD Oct/Nov
5. November Leadership Plans for next year after planning day following PD day
6. Xmas greetings from Leadership Team

**General Responsibilities**

**Attend Leadership Team meetings**

- Approve member applications
- Contribute to discussion and decisions on membership services, budget and policy matters
- Approve expenditure and any other matter requiring approval

**Attend face-to-face Leadership Team meeting after AGM and the planning day**

- Contribute to the annual plan and strategic plans for the future of NZANLP

**Contribute to NZANLP policies, procedures and practices**

- Contribute to development and review of policies and procedures for the effective functioning of NZANLP
- Uphold the NZANLP Constitution and align Committee work with it
- Contribute to Annual Committee report presented at AGM

**Contribute to growth of NZANLP**

- Contribute to Facebook promotions and newsletter
- Provide administrative assistance where required
- Assist or participate in Professional Development days/Conference



Fostering NLP excellence, professionalism and growth

- Contribute to a subcommittee project where needed
- Support regional NZANLP groups
- Liaise with other agencies, e.g. WINZ, ACC, IWI re funding practitioner work
- Champion NZANLP with prospective members and with professional contacts,