

NZANLP President Role Description

Title	NZANLP President
Accountable to	NZANLP membership
Functional relationships	Leadership Team (Management Committee) Registration Board Website Administrator NZANLP members
Position Purpose	To provide leadership, support and guidance to the Management Committee, Website Administrator and Registration Board in their delivery of services to the membership
Reporting requirements	Present Annual Committee report at AGM
Criteria	The President would be a Member or Professional member of NZANLP
Time Commitment	Approximately 8 hours per month

Responsibilities

To uphold the NZANLP Constitution

- To work with the Leadership Team / Committee to deliver the Vision and Objectives in the NZANLP Constitution
- To formulate strategic plans with the Management Committee for the future of NZANLP
- To work with the Committee and Website Administrator to deliver various membership services
- To ensure there are policies for Professional Standards, e.g., Ethics, Complaints and take actions to uphold standards

Ensure the Management Committee has policies, procedures and practices set up

- Co-ordinate the Committee to ensure the appropriate policies and procedures are in place for the effective management of NZANLP
- Be conversant with the NZANLP Constitution and align Committee work with it

Leadership of the Management Committee

- Provide leadership and direction to the Management Committee to fulfil their responsibilities for the overall governance and strategic direction of the organisation.
- Lead the team in pursuit of the NZANLP Vision and objectives as written in the Constitution or additional objects endorsed by the membership at an AGM.

- Draft the Management Committee Annual Report
- Prepare agenda with Secretary
- Chair Committee meetings
- Facilitate decision making by the Management Committee that is well-rounded, carefully considered and in line with our strategic objectives.
- Follow up that decisions are carried out and action points are completed
- Discuss portfolio responsibilities with Committee members: tasks, progress, support needed.
- Oversee AGM mail-outs
- Encourage team working among Management Committee members and address conflict within the Management Committee

To represent NZANLP in consultation with the Committee

- Represent the views of NZANLP to the media as required
- The NZANLP President may be a spokesperson at, e.g., functions or meetings
- Liaise with any member on NZANLP business
- Undertake review of external complaints against members as defined by the organisation's complaints procedure
- Manage the AGM
- Sign contracts on behalf of the organisation along with the Treasurer
- Liaise with Regional NZANLP groups to strengthen relationships
- Liaise with NLP Trainers to strengthen relationships
- Liaise with other NLP organisations

Newsletter

- Write President's column for Newsletter