

## PNZ Executive

### Chair of PNZ Executive Job Description

Task	Person
Group responsible for Policy	PNZ Executive
Policy Developer	Rachel Cunningham/Sandra Kirby
Target audience	PNZ Members/PNZ Executive
Approved By:	PNZ Executive
Date Approved:	28 May 2021
Date Reviewed:	
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## Job Description: Chair of Physiotherapy New Zealand (PNZ) Executive Committee

Appointed By:	Elected annually from among PNZ Executive
Term of Office:	One year
Functional Relationship with:	PNZ President PNZ Vice President (in absence of President) PNZ Executive Chief Executive (CEO)

### FUNCTION:

To manage and facilitate PNZ Executive meetings

### PRIMARY RESPONSIBILITIES:

- a) To conduct and chair meetings of PNZ Executive, but not General Meetings.
- b) To chair or participate in Working Parties/Sub-Committees of the PNZ Executive as required. The Chair shall not be the chair of the Finance Risk and Audit Committee.
- c) To ensure PNZ governance processes are robust.
- d) Supporting the PNZ Executive in the appointment and monitoring of the CEO for PNZ.
- e) Maintaining the formal link between the PNZ Executive and the CEO, including between meetings, providing counsel and advice where appropriate.

### LEVEL OF RESPONSIBILITY:

The Chair of the PNZ Executive is responsible on behalf of the PNZ Executive for:

- a) Setting the agenda for PNZ Executive meetings in conjunction with the CEO.
- b) Reviewing draft minutes of PNZ Executive meetings before they are presented for confirmation.
- c) Monitoring PNZ Executive and committee composition, performance and succession planning (for appointed roles).
- d) Working with the PNZ Executive and CEO to develop and monitor implementation of the Strategic Plan
- e) Overseeing the operations of PNZ, including the collection and management of the member's funds, security of data, risk management, organisational culture and wellbeing, compliance, the upkeep of PNZ's assets and the auditing of annual consolidated accounts as required in the Act of Incorporation.
- f) Overseeing the development and continual review of policies and procedural guidelines with the aid of the PNZ Executive and Rules and Policy Committee for the purpose of regulating the ongoing operations of PNZ, and ensuring that the operations of PNZ reflect these.
- g) The employment of appropriately qualified executive staff.

### KNOWLEDGE AND SKILLS:

- a) Governance training and/or experience (preferably as Chair in a comparable organisation). The ability to conduct and chair meetings effectively.
- b) A broad based knowledge of PNZ and the profession, and an understanding of the history, current problems and future opportunities for the profession within local and international contexts.
- c) A good working knowledge of the PNZ Rules, PNZ policies, the PNZ Strategic Plan and the Physiotherapy Board of New Zealand Standards and Code of Ethics,.
- d) Effective communication with the President, all members of the PNZ Executive and the CEO/management team.
- e) The ability to facilitate discussion, evaluate issues and conflicting viewpoints and to reach consensus in the best interests of PNZ.