

# Job Description

## President

*All decision-making to be spread amongst the five nominated Executive Members (five separate portfolios).  
Incorporating the mixed skills, expertise and locality.*

*Work together as a team, sharing and supporting each other.*

### **1.0 General**

- a) Be available to answer all queries at all times.
- b) Be approachable, act with decorum at all times.
- c) Use the “team” in carrying out the work of the NZARRA.
- d) To promote and foster Rock and Roll throughout all Clubs in NZ by supporting and promoting our ideals.

### **2.0 NZ Annual General Meeting**

- a) Liaise with committee and counsel to organize the NZ AGM.
- b) Liaise with the NZ Secretary i.e. Arrangements, Agenda, Remits and all business pertaining to the above.
- c) Confirm with the Vice President as to the booking of accommodation/travel requirements, for Executive and Officials.
- d) Open and close the NZ AGM.
- e) Set the first Executive Meeting with the new Executive members (usually the last weekend in June or the first weekend in July).

### **3.0 NZ Senior and Junior National Competitions**

Liaise with Host Clubs, Executive Committee, Scrutineers (Programme), D.J., (Song List), Head Judge Judges selection and judging rotation. to ensure successful organization of the above competitions.

- a) Confirmation of Executive requirements for accommodation and travel with the Vice President.
- b) Open and close the Junior and Senior Nationals Competitions. Liaise with Host Club as to their opening requirements.
- c) Badges: Arrange new Bars for New Executive; Badges for new National Association Judges; and Bars for Official Judges.
- d) Liaise with Secretary re Certificate(s). Signing and Printing.

- e) Organize ordering, purchase and checking of Ribbons/Medals and Three in a Row Trophies.
- f) Formalize Team Managers instructions to be sent to clubs prior to nationals.
- g) Set Agenda for Team Managers Meeting.

Work with the Executive as required to ensure successful organization of the Nationals competitions. Be available to help on the weekend as and where required as an official.

Decision to dance at nationals is at the discretion and agreement of the Executive and as per the instructions in Rule Book A Section 1.14.

#### **4.0 Executive Meetings**

- a) Liaise with committee members and organize several physical meetings and Zoom meetings per year.
- b) Approve the Agenda prior to each meeting.
- c) Control and follow meeting procedures and ensure the Agenda is followed and completed.
- d) Ensure that each committee person carries out his or her allotted task(s).

#### **4.1 Meeting Procedure**

##### ***The President's position is to control the meetings***

- a) Allow discussion but no-one should dominate, dictate discussions or outcomes.
- b) Encourage each member of the team to have his or her input.
- c) Set dates for the year's meetings, taking into consideration their own club champs/assessments etc.
- d) Ensure all are aware of the confidentiality/protocol they have now undertaken.
- e) Reinforce the commitment to each other for the best of Rock N Roll in N.Z.
- f) Liaise at all times to ensure the smooth and efficient organization of the NZARRA.

## **5.0 Correspondence**

- a) Tabling all Correspondence at Executive Committee meetings. Recognise email correspondence, and tabling if necessary.
- b) Edit and authorize (where appropriate) and in conjunction with the Executive Committee information distributed to NZ via Newsletter, Website, Facebook, and letters signed by the NZ Secretary and/or Treasurer and/or Head Judge.

## **6.0 Fostering of Rock and Roll Ideals**

- a) Be the eyes and ears of NZ in regard to promotion of Rock and Roll throughout NZ.
- b) Liaise with Affiliated Clubs and support where necessary, through the Association Website and Social Media platforms, to promote Rock and Roll.
- c) Facilitate Meetings/Zoom Meetings to encourage open discussion for promotion of Rock and Roll.

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