

# 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.

#### **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.

**Prepared by Karen Birch  
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