

BPW NZ National Positions:

All national committee positions come up for election every year. Members are encouraged to apply for these positions even if not fully conversant with all aspects of the roles as full mentoring and training is given. A strong interest is necessary and the intention to commit to the role. Experience as a club officer is an advantage but not a pre-requisite.

Involvement at national level gives new insights into the organisation and increases personal skills. To communicate effectively all nominees should have good internet access and be competent in use of Email and Word programmes.

OFFICERS:

President: Must have good leadership and communication skills, experience at national executive level and the ability to represent BPW in national and international forums. Needs to be able to travel to functions and meetings throughout NZ on behalf of BPW. Whilst not a requirement, previous experience as a Club President, and / or as a Federation Executive or Convener, is advisable.

Two Vice Presidents:

Their role is to assist the President and stand in for her if necessary. The positions of First and Second Vice President are elected by Conference. They each take up one of the following roles, the President deciding the allocation after discussion with the two incumbents.

Issues: Monitors women's issues and ensures that one issue is highlighted each month in the Circular. Provides templates for lobby letters to the clubs. Keeps the Issues files and database. Judges the Issues Award. Ensures that actions on Congress & Conference resolutions are implemented at national and club levels.

Membership: Focuses on the formation of new clubs. Keeps the membership records, assists clubs with membership issues, co-ordinates Individual Membership, Associates, Friends and Corporate Partnership programs. Responds to enquiries for membership. Presents the Membership Increase Award. Co-ordinates the Regional Training Days.

Whilst not a requirement, previous experience as a Club President, and / or as a Federation Convener, is advisable.

Treasurer: Usual Treasurer duties. Keeps the accounts, GST & expense claims and budget. Advises on financial matters. Resource to clubs on financial management systems and matters. Needs to be able to maintain financial records to trial balance level. Accounting skills and previous experience as a Club Treasurer, are highly desirable.

Executive Secretary: Works closely with the President, deals with Federation correspondence as directed, keeps the mailing database, maintains the clubs contact list, prepares & distributes the monthly Circular and mailout. Judges the club bulletin award. Ensures that minutes of Executive meetings are recorded and circulated promptly. Ensures that Federation incorporation status and memberships of other organisations such as NCW, are maintained up to date. Good word processing and publishing skills are desirable.

CONVENORS:

Convenors must attend the national committee training weekend (travel costs reimbursed) and are encouraged to attend all other Executive Meetings (travel costs not reimbursed) apart from the pre-conference one in April. Their Conference registration is paid by BPW. Convenors do not have voting powers at executive meetings. Previous experience in the relevant field, whilst desirable is not essential but a genuine interest in the subject, willingness to learn and commitment to undertaking the tasks of the role, are indispensable.

Legislation Convener: Keeps a watch on government legislation and advises Executive on what relates to our policy. Prepares submissions & lobbying campaigns. Responsible to and works closely with the Issues Vice President. Resource to clubs on identifying and addressing local and national issues.

Marketing Convener: Responsible for marketing BPW, preparing promotional information and producing BPW publications. Works closely with the Membership Vice President and assists clubs with marketing strategies.

Projects Convenor: Selects and leads a committee of up to six members. Coordinates national projects. Develops a resource file of Club Project templates for the use of clubs. Supports club projects and promotes the BPW NZ awards. Liaises with Massey University for the Massey Award and arranges for judging of the entries with her committee during March.

Technology Convenor:

This person will be very computer literate and have the ability to train and explain Information Technology to others. Is the Resource person for technology issues and is responsible for the management of the website, coordinating and preparing items for the website and ensuring it is always kept up to date.

Programme Convenor:

Works closely with Marketing and Membership to develop and co-ordinate BPW training and mentoring programmes, including Regional Training Days and BPW seminars. Promotes the sharing of programme information and ideas between clubs and develop resources for clubs wanting to run events and programmes. Coordinates the Mentoring Program and the Keys to Achievement Program.

Funding Convenor:

Works closely with the Treasurer and is responsible for seeking sponsorships, identifying sources of funding and making applications for such. Advises clubs about sponsorship and funding. Promotes the Friends, Associates, and Corporate Partner programmes.

Young BPW Convenor:

Leads Young BPW interest and activities. Advises Executive on strategies to promote BPW to younger women throughout NZ. Responsible to the Membership Vice President. Keeps a database of and contact with all young BPW's in the clubs to identify issues of concern to younger women.

Ad Hoc Appointees: These are positions that are appointed by the Executive.

President's Associate:

Appointed by the President and must live close to her. She assists the president with administrative and secretarial matters. Takes Minutes of the executive meetings. Receives and distributes all the incoming mail and prepares a Correspondence List for the executive meetings.

Merchandising:

Manages the ordering and sales of BPW merchandise items. Does an annual stock take and reports results to the Treasurer.

Honorary Solicitor:

Cannot be a current member of the BPW Executive. Advises on legal matters that may arise for BPW.

Archivist :

Keeps the historical records of BPW NZ. Maintains a register of all documents in the archives.

EXECUTIVE MEETINGS:

There are six executive meetings per year, early in the months of February, April, August, October and December with a post-conference two day Orientation Meeting for everyone in late May / early June. Travel costs are reimbursed for everyone to attend that meeting and billets are usually arranged.

Note that August, December, and April are usually teleconference meetings.

Officers have full voting powers and are obliged to attend all executive meetings.

Travel expenses to meetings and conference registration fees are reimbursed. Full conference expenses are reimbursed for President, Exec. Sec. and Treasurer only.

Convenors are expected to attend the Orientation Meeting for which their expenses are reimbursed.

Officers and Conveners must each produce a report on their activities for each executive meeting whether they attend or not.

PLEASE NOTE:

The national committee works as a team. Allocation of all the tasks is reviewed at the May Meeting and may be adjusted to suit the new officers and convenors' individual interests and abilities.

Further information about any of these roles is available in confidence from President Angela McLeod, 027 497 2761 or bpwnz@vodafone.co.nz