

Area Council Chair

Overview

The Area Council Chair (Area Chair) provides leadership and direction to the Area Council to meet the strategic priorities of New Zealand Red Cross within their Area. The Area Chair works with the Council to deliver good leadership for Branches, Groups, and members (which includes those who volunteer their time) to provide meaningful contributions within local communities.

The Area Chair encourages and empowers Area Councillors to contribute towards decision-making that identifies opportunities to support growth within the Area.

Acting as a key pillar of leadership, the Area Chair works with the Area Council to futureproof NZRCs presence in the Area and shape a welcoming and inclusive culture that embodies a one-team ethos, fosters diversity and equity, and promotes the Fundamental Principles.

The Area Chair steers the Council through the effective management and delegation of tasks to ensure they are meeting their objectives by supporting members to fulfil the mission of New Zealand Red Cross through their programmes and activities.

The Area Chair seeks to identify strengths, resources, and opportunities that enable the Area Council to work collaboratively across the Area in partnership with the Area Support Team, building and maintaining a close relationship with the Area Coordination and Planning Lead, ensuring that their members are well supported within the Area.

This draft is not a formal employment role description but developed for the purpose of aligning all Area governance and leadership roles. It examples how the role works in practice.



Guide to what this might look like:

Leadership

- Lead the Area Council to meet New Zealand Red Cross' strategic priorities, carried out in accordance with the Members' Handbook.
- Identify and appoint Branch and Group Liaison(s) on the Area Council as required.
- Work in collaboration with the Senior Area Partner to ensure members and volunteers are aware of New Zealand Red Cross' policies and procedures when delivering a programme or activity, and support processes where these have not been adhered to.
- Promote an awareness of the values, principles, and history of the International Red Cross and Red Crescent Movement and New Zealand Red Cross.
- Lead by example, modelling and encouraging member adherence to the Fundamental Principles that display New Zealand Red Cross' expectations on behaviour (e.g.: Code of Conduct) and promoting diversity, equity, and inclusion.
- Actively support our commitment to uphold Te Tiriti o Waitangi | The Treaty of Waitangi and our humanitarian mission to improve the lives of vulnerable people.

Area Council elections

Ensure Area Council nominations and elections are held according to the Members' Handbook.

Area communication distribution

Actively coordinate regular communications and engagement with the Area membership, Branches and Groups with updates on activities, volunteer needs and organisation initiatives via effective and secure platforms (e.g.: social media, email, meetings, phone).

Area Council meetings

- Prepare an agenda for Area Council meetings.
- Chair positive council meetings that encourage participation and good decision making of Councillors, leading to positive outcomes for the Area's membership.

Budgets and finances

- Ensure that the Area fulfils its financial management requirements.
- Work with area councillors to ensure all member-led programmes and activities are delivered within budget and resources agreed in the area plan.

It also might look like:

Area Planning

- Working with the Area Council and Area Support Team, communicate and ensure that support is provided to Branches and Groups for their annual plans as needed.
- Working with the Area Coordination and Planning Lead, ensure a needs assessment is done for any opportunities within the Area, utilising the area planning tools and resources to support suitability and alignment with strategy and community needs.
- Working with the Area Coordination and Planning Lead, ensure all new Branch and Group activities in the Area have been assessed for any risks, and that an adequate plan will be established to manage that risk.
- Responsible for submitting reports to the National Board on membership-led activity performance, risk management, profile raising and fundraising revenue for the Area.

Health, safety and wellbeing

- Identify and appoint a health, safety and wellbeing champion on the Area Council.
- Promote a focus on health, safety and wellbeing (e.g.: raising awareness about the well-being resources and support are available).
- Collaborating with the Area Support Team, ensure members and volunteers understand and adhere to New Zealand Red Cross' health, safety and well-being policies and procedures related to member-led facilities and activities.

Fundraising

Encourage member participation in local and national fundraising activities.

Relationship and partnerships

External

- As the first choice, represent the Area Council and membership, to raise the public profile of New Zealand Red Cross in the Area. If unavailable or if someone else is deemed more suitable, another area council representative can be appointed.
- Ensure the Area Council develops and maintains partnerships and relationships in the area, including different organisations, groups, communities, Iwi and Hapū.
- Ensure there is an Area Councillor responsible for each partnership and relationship.

Internal

- Represent the Area Council and liaise with the Area Support Team and local membership.
- Ensure there is an Area Councillor regularly communicating with the appointed person from each Branch and Group, providing strategic leadership and guidance.
- Ensure area councillors, branches, groups, members, volunteers, and area staff collaborate and coordinate the effective delivery of our activities, programs, and services.
- Creating the culture for the organisation that aligns to Strategy 2030, our mission and values.
- Communicate regularly and effectively with your National Board liaison.

Emergency management

(Reduction, Readiness, Response, Recovery)

- Work in partnership with the Area Coordination and Planning Lead to align and coordinate any member support for response in the Area.
- Establish a point of contact for members and volunteers who are keen to help in responding to local emergencies.
- Support with connections to key groups and communities in the Area and raise awareness of community and member needs.

Governing members and volunteers

Recruiting and exiting

- Assist in communicating membership processes and oversee that these processes are being followed in the Area.
- Have an awareness of recruitment needs in the Area and assessing any patterns and drivers of members exiting.
- As part of planning, assist in reviewing and encouraging activities to recruit members and those who volunteer their time.

Training and development

- Promote training and development opportunities to members and volunteers in the Area.
- Participate in induction and training opportunities as needed.

Recognition

- Receive and process honours and awards nominations, in conjunction with the Area Support Team
- Work with the Area Support Team to arrange recognition events that are accessible to all Red Cross people and activity groups.

Dispute and complaint management

- Work with the Senior Area Partner and/or Branch President or Group Coordinator to effectively manage and resolve any member disputes (e.g.: issues of unacceptable behaviour, discrimination, bullying or harassment) in a timely and unbiased manner.
- Escalate any member disputes that cannot be resolved within the local or Area context to the National Board for resolution.