

Position Profile

Invited Roles

Incorporating the Non-Training Registrar - Projects,
House Officer - Projects.

Reporting to: Executive Project Lead

Status: Volunteer

Length: These roles are for between 6 and 12 months, dependent on Project

Purpose: To bring experiences from different Specialities to the activities of the Executive Committee, thereby enhancing representation of perspectives that reflect our entire membership base.

To provide opportunities for members to experience how the Executive Committee functions, with a view to fostering interest from potential future candidates.

1 Key Functions

STONZ Meetings	<ul style="list-style-type: none"> ▪ Regular attendance at the monthly Executive Committee meetings. ▪ Invited to attend the annual STONZ delegate’s training day. ▪ Invited to attend the STONZ Annual General Meeting (AGM).
Projects	<ul style="list-style-type: none"> ▪ Supported by an Executive Project Lead, manage a specific Project. ▪ Report progress to the monthly Executive Committee meeting.

All STONZ Executive Members, including those in Invited Roles, are expected to uphold the STONZ philosophies, vision, and values. And must act in accordance with the STONZ Membership Policy and STONZ Constitution.

2 Key Deliverables

Working with Executive Project Lead and Support Team, key deliverables may include but are not limited to:

- Leading the assigned Project (with Executive oversight/support).
- Identifying possible sources of experience/information that would benefit the Project.
- Facilitating project meetings, including minutes and drafting information updates for the Executive Committee and members.

3 Key Skills and Attributes

We are looking for someone motivated to lead and promote specific work. To be successful, we are looking for someone with:

- Excellent communication.
- Enjoys working and collaborating with others.
- Has the ability to engage with others and inspire them.
- Innovative and solutions focused.
- Can work independently and report to the wider team as needed.
- Previous Delegate experience desirable but not essential.

4 Expression of Interest Process

STONZ's aim is to have 1 each of the Invited Roles at any point in time. To achieve this, we will run a process that aims to be fair and transparent and results in finding the best candidates who have the appropriate skills, experience and time to contribute to the assigned Project.

1. Expressions of interest for any Project invited roles will be communicated to members, posted on social media and advertised at relevant conferences.
 - a. Position Profile and expectations will be provided.
 - b. The Position Profile will also include any characteristics and/or specific skill the Executive Committee is looking for.
2. Written applications should be limited to a current CV and brief summary of why the applicant feels they would be best suited for the role.
 - a. Applications must be received by the stated deadline.
3. STONZ Executive Committee will review applications against the Position Profile and criteria.
4. A short-list of candidates will be selected for interview (via zoom or phone).
5. Successful candidates will be notified.
6. All applicants should receive a response and will be notified throughout the process as to the status of their application.

5 General

This position will not sit on the Executive Committee but will work alongside the Executive Project Lead and our Support Team and will report through to the Executive Committee monthly meeting, in conjunction with the Executive Project Lead. This is a volunteer role and may require approx. 1-2 hours (maximum) of your time each week and will require you to attend some meetings after-hours.

Performance will be reviewed at milestones throughout the Project, taking into consideration the key responsibilities and deliverables.

If you are interested, please email support@stonz.co.nz with your written application.
