

PNZ Executive

Elected Member Job Description

Any person considering nomination for PNZ Executive is advised to discuss the role and expectations with Chair of the PNZ Executive.

Task	Person
Group responsible for Policy	PNZ Executive
Policy Developer	Rachel Cunningham/Sandra Kirby
Target audience	PNZ Members/PNZ Executive
Approved By:	PNZ Executive
Date Approved:	July 2019
Date Reviewed:	August 2021 – based on approved President & Chair JD
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Job Description - PNZ Executive Member (Elected)

Appointed by:	Nomination from PNZ Membership Elected by PNZ Membership Can also be co-opted by PNZ Executive if vacancy not filled by nomination and election, or if vacancy occurs during an elected term.
Term of Office	Three years (May serve up to two consecutive terms and must then stand down for at least one year).
Responsible to:	PNZ Membership Chair of PNZ Executive

FUNCTION:

- a) To attend and contribute to scheduled meetings of the PNZ Executive.
- b) To carry out any duties allocated by a meeting of the PNZ Executive.
- c) To be independent in thought and deed when considering matters affecting the PNZ membership.

PRIMARY RESPONSIBILITIES:

- a) To be familiar with the variety of matters which are brought before meetings of the PNZ Executive.
- b) To be familiar with the attitudes of members of Branches, Special Interest Groups, and Standing Committees of PNZ on issues which it may be appropriate for their views to be sought.
- c) To participate in the discussion and decision making processes of the meetings of the PNZ Executive.
- d) To vote on issues as required.
- e) To participate in Working Parties/Sub Committees of the PNZ Executive or carry other duties as allocated from time to time by the PNZ Executive.
- f) To represent PNZ on Committees/Councils of other organisations or at specific meetings as may be requested from time to time by the PNZ President and/or Chair of the PNZ Executive.

LEVEL OF RESPONSIBILITY:

A member of the PNZ Executive is responsible for participating in decision making, binding upon the Executive, touching upon any of the affairs and interest of PNZ.

KNOWLEDGE AND SKILLS:

- a) A broad based knowledge of PNZ and the profession gained by involvement in Branch, Special Interest Group and/or working groups of Physiotherapy New Zealand.
- b) A good working knowledge of the PNZ Rules, the Physiotherapy Standards and Code of Ethics, PNZ policies, and the PNZ Strategic Plan.
- c) The ability to evaluate issues and conflicting viewpoints and to present an independent viewpoint on behalf of the PNZ membership.
- d) The ability to work within the group structure of the PNZ Executive.
- e) Effective communication and human interaction skills.
- f) Demonstrated leadership qualities.
- g) The ability to represent PNZ and negotiate on its behalf whenever necessary.

QUALIFICATIONS:

- a) Membership of the Physiotherapy New Zealand.
- b) A duly qualified physiotherapist with good standing within the profession, with current Annual Practising Certificate (APC)