

## PNZ Executive

### Vice President 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 Vice President

Appointed by:	Current member of the PNZ Nomination from PNZ Executive Elected by PNZ Executive
Term of Office	One year, with right of renewal
Responsible to:	PNZ Membership PNZ Executive PNZ President

### 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.
- d) To deputise for the PNZ President in the absence of the PNZ President from New Zealand or temporary incapacity to carry out duties of the PNZ President.

### 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 Committee 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. The Vice President has one vote.
- 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 or the PNZ President on Committees/Councils of other organisations or at specific meetings as may be requested from time to time by the PNZ Executive or PNZ President.
- g) To conduct and chair General meetings (AGMS and SGMs) of PNZ in the absence of the PNZ President, and other meetings as may be requested by the PNZ President from time to time.

### LEVEL OF RESPONSIBILITY:

As a member of the PNZ Executive, the Vice President 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 broad based knowledge of PNZ and profession gained by involvement in Branch, Special Interest Group and/or Standing Committees of Physiotherapy New Zealand.
- c) A good working knowledge of the PNZ Rules, PNZ Strategic Plan, Annual PNZ Business Plan, PNZ policies and procedures and the Physiotherapy Standards and Code of Ethics.
- d) The ability to evaluate issues and conflicting viewpoints and to present an independent viewpoint on behalf of the PNZ membership.
- e) The ability to work within the group structure of the PNZ Executive.
- f) Effective communication and human interaction skills.
- g) Demonstrated leadership qualities.
- h) The ability to represent PNZ and negotiate and lobby on its behalf whenever necessary.
- i) The ability to conduct and chair general meetings effectively.
- j) Professional network across all levels of the profession

## QUALIFICATIONS:

- a) Membership of Physiotherapy New Zealand.
- b) A duly qualified physiotherapist with good standing within the profession, with a current Annual Practising Certificate (APC).
- c) Availability for meetings and consultations on behalf of PNZ as necessary.