

## **New Zealand Association Occupational Therapists - Position Description**

### **Position title: President**

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#### **Specific description of role:**

The president is the professional and political leader of the association ensuring all orders and resolutions of council are carried out. Is the face and spokesperson of the association for communications with external organisations.

#### **Terms of office:**

Refer to the NZAOT regulations

#### **Generic Functions:**

- Undertakes such tasks as required for the organisation's continued development and progress.
- Attends NZAOT functions, events and related meetings (some may be delegated to the vice president).
- Is an individual member of the WFOT.
- Keeps up with national and world developments, specifically those impacting on health and social wellbeing, in regard to any implications for the profession.

#### **Primary tasks: To**

- Take the leadership role and provide strategic direction for the association with council.
- Take leadership role to build and maintain an effective NZAOT council able to focus on governance.
- Ensure the association works proactively towards meeting the obligations of the Treaty of Waitangi.
- Develop a strong relationship with the kaumatua or kuia, in conjunction with the Māori perspective portfolio holder and vice president.
- Chair meetings of council, operations committee, annual general meeting and any other special meetings (in conjunction with vice president).
- Be a member ex-officio of all groups, standing committees and working parties.
- Have an understanding of all the portfolios on council.
- Keep council members informed of activities and duties performed as president.
- Communicate regularly with the executive director, formally and informally.
- Manage the appointment, retention and performance of the executive director on behalf of council.
- Liaise and network with association members around the country to ensure decisions reflect the intent of the members.
- Contribute to OT Insight on a regular basis.
- Negotiate with executive director if any administrative support is required.

- Ensure relevant documents and correspondence of role is filed at the national office.
- Act as a signatory on legal and financial documents on behalf of the association.
- Member of the audit and financial committee.
- Work proactively with the media to promote the profession.
- Be an active member of the Occupational Therapy Key Strategic Stakeholders (OTKSS) group.
- Assume the role of first delegate to the World Federation of Occupational Therapists council meeting – in the absence of the delegate.
- Host international guests as appropriate to promote NZ occupational therapists.