

President

The role of the President is to lead and co-ordinate the Focus Group, represent Empower Women NZ, and maintain links and networks locally, nationally and internationally.

Duties of the role:

- Present a report at the AGM detailing previous yearly activities – including how these activities do or do not uphold the Mission Statement and Statement of Purpose – and any ongoing/upcoming activities and future recommendations
- Maintain contact and continue to develop working relationship with MKP NZ
- Maintain contact and continue to develop working relationship with Waratah Woman Australia (WWA) – along with Australasian Liaison
- Liaise with Woman Within International (WWI) contact person in USA concerning our activities in New Zealand
- Co-ordinate Focus Group members to ensure role duties and agreed tasks/activities carried out
- Oversee outgoing external communications
- Set agendas for Focus Group meetings – sent to Secretary for dissemination in week prior to meeting
- Facilitate Focus Group meetings
- Represent Empower Women NZ and Focus Group at various events e.g. MKP NZ Graduations
- Hold log in passwords etc for email, database records, bank accounts, website etc
- Provide handover support and contact details to new person taking over role

Secretary

The role of the secretary is to record and maintain Focus Group documentation.

Duties of the role:

- Attend Focus Group and AGM meetings – record and disseminate minutes
- Maintain up-to-date, accurate Focus Group documentation – both an electronic (in Gmail Documents and/or personal computer) and hard copy file kept
- Hold on file, and disseminate where necessary, miscellaneous external correspondence on behalf of the Focus Group, e.g. Intensive flyers for MKP packs, E-Circle Manual
- Provide handover support and contact details to new person taking over role

Focus Group Meetings

- Advise Focus Group of meeting dates 10 days prior if minuted in previous meeting's minutes, or 14 days prior if not
- Agenda sent to Focus Group in week prior to meeting
- Agenda written up/provided at meeting
- Record of minutes taken – include a summary To Do list of action tasks
- Minutes emailed to Focus Group members within 7 days of meeting

AGMs

- Ensure Empower Women NZ has an AGM within 15 months of the last AGM – one held every calendar year
- Notice of AGM date and nominations for Focus Group members must be advertised to community at least 14 days prior to the AGM – email correspondence sent BCC
- Record of minutes taken
- All changes of Focus Group members minuted and recorded
- Compile Focus Group members reports to include with minutes
- Minutes emailed to Focus Group members and community/attendees within 7 days

Focus Group Documentation

- Hold up to date copy of Focus Group role descriptions
- Maintain up to date copy of Focus Group members contact details list
- Hold records of Focus Group meetings and AGM minutes
- Hold records of miscellaneous external correspondence
- Input participant Questionnaire data from Intensives into Gmail Documents

Treasurer

The role of the Treasurer is to oversee the income, expenses and administration of the Empower Women NZ finances. The Treasurer requires access to a computer and the internet and preferably will have basic Excel skills.

Duties of the role:

Income

- Bank incoming monies received from participants of Intensives, and occasional other workshops, subscriptions, staff members and contributions. (Most participant fees will be paid by cash, cheque or online payment). Banking to take place within 7 days from receipt of payment
- Keep records on an Excel spreadsheet

Expenses

- Pay invoices and reimbursements of expense claims to Facilitators and Focus Group members, within 7 days from receipt of invoice and expense claims. (We will pay directly for venues, insurance, web hosting, accountancy etc. and some supplies)
- Keep records on an Excel spreadsheet
- Communicate with Intensive Facilitators and settle their fees and additional expenses, within 7 days from receipt of claims
- Communicate with Weekend Leaders, Facilitators and Team Leaders and settle their fees and travel costs (if coming from overseas)

Administration

- Keep records of invoices, bank statements and credit card payments
- Keep records of income, payments and receipts on an Excel spreadsheet and provide to Focus Group at meetings or as needed
- Check all payments from participants have been received, including monitoring online payments, and reconciling bank statements on a monthly basis
- Hold details of bank account and communicate with the bank to obtain best interest rates for monies held, deal with any changes of signatories, order foreign currency or foreign currency cheques (if we go overseas – most trips at present will be funded personally)
- Present financial reports at AGM or as requested by the Focus Group
- Provide handover support and contact details to new person taking over role

Events Co-ordinator *(previously Celebrations Co-ordinator)*

The role of the Events Co-ordinator is to organise community celebrations and events.

Duties of the role:

- Co-ordinate with the Focus Group to set dates for and organise celebration events, including Intensive Celebrations, WW Graduations, combined E-Circle gatherings, Empower Women NZ community Celebrations, MKP NZ joint community events
- Compose celebration event invitations and liaise with Secretary to advertise to community at least 14 days before scheduled event
- Arrange venue and set up of celebration events in order to hold and create a sacred space
- Liaise with Intensive Facilitators to organise celebrations for participants, following Intensives
- Liaise with EWNZ women who have staffed on WW weekends to organise WW Graduations for participants following the WW weekends
- Liaise with E-Circle Co-ordinator in bringing woman and their ideas together to organise combined E-Circle gatherings
- Liaise with the appropriate MKP NZ contact person to organise and advertise joint community events
- Maintain Calendar of events in Gmail
- Write brief report outlining previous yearly activities, including any ongoing/upcoming activities and future recommendations, for presentation at AGM
- Provide handover support and contact details to new person taking over role

Empowerment Circle (E-Circle) Co-ordinator

The role of the E-Circle Co-ordinator is to support and connect women who are already part of, or wanting to join, E-Circles.

Duties of the role:

- Liaise with women in community to determine their interest in joining existing E-Circles
- Follow-up women who have participated in an Empower Women NZ Intensive or a Woman Within Training Weekend who are not currently in an E-Circle
- Maintain a 'potential participant list' for future workshops, events and E-Circles
- Investigate the feasibility of organising Intensives in out-of-Auckland locations and the subsequent establishment of E-circles – liaise with Regional Reps where required
- Maintain up-to-date lists in Gmail Documents of current E-Circles running – check in with each E-Circle contact person at least 3 times a year (around Feb, July, Oct)
- Write brief report outlining previous yearly activities, including any ongoing/upcoming activities and future recommendations, for presentation at AGM
- Provide handover support and contact details to new person taking over role

Intensives (and other workshops)

- Maintain up-to-date list of potential facilitators and their relevant experience
- When planning Intensives, contact facilitators regarding their availability
- Source and book appropriate venue, and ensure venue provides requirements on Facilitators Checklist. Maintain up-to-date venue contacts list in Gmail Documents
- Hold and keep stock of required supplies on Facilitators Checklist
- Hold Facilitator and Participant template documents disk
- Ensures Facilitators have required documentation prior to Intensive
- Liaise with Communications Co-ordinator and Facilitators to ensure required information and paperwork given to Participants prior to Intensive
- Assist with organising guided E-Circles after Intensives in consultation with Communications Co-ordinator, and oversee Facilitators available to guide

Communications Co-ordinator *(previously Registrations Co-ordinator)*

The role of the Communications Co-ordinator is to manage all enquiries, including registrations for workshops /events, and monitor the Focus Group email site and contacts database. This role requires regular access to a computer and the internet.

Duties of the role:

- Monitor the Empower Women NZ Focus Group's email site and respond to enquiries/requests in a timely manner. In the lead-up to workshops/events check email daily and respond as necessary. At other times check email twice a week
- Pass on relevant incoming correspondence to appropriate Focus Group members
- Maintain up-to-date database records of women on contact lists in Gmail Documents
- Important correspondence to be archived on file, e.g. information that could be utilised for resources, references, records
- Maintain email inbox at minimum necessary capacity. All redundant email correspondence can be deleted (if unsure, obtain President's feedback)
- Ensure the quality of information sharing is within the Mission Statement of Empower Women NZ
- All outgoing correspondence to be signed off as Communications Co-ordinator as part of Empower Women NZ, and CC'ed to President where appropriate
- All outgoing group email correspondence sent as BCC
- Write brief report outlining previous yearly activities, including any ongoing/upcoming activities and future recommendations, for presentation at AGM
- Compose and disseminate miscellaneous external correspondence as necessary on behalf of the Focus Group, e.g. thank you letters for sponsorship or donation etc
- Provide handover support and contact details to new person taking over role

Intensives (and other workshops)

- Liaise with prospective and registered participants regarding workshop requirements, including sending registration forms and other necessary documents by email or post
- Process necessary documentation for Facilitators prior to workshop, including Participant Contact List and all participant documents

Website Development Co-ordinator

The role of the Website Development Co-ordinator is to maintain, update and develop the Empower Women NZ website.

Duties of the role:

- Update dates of events advertised on the website
- Keep Wordpress package up to date
- Liaise with Focus Group on Website content and development
- Produce and send E-Newsletter (liaise with Focus Group on content)
- Development of opportunities for marketing via website, email etc
- Provide handover support and contact details to new person taking over role