



POSITION DESCRIPTION: CLUB REPRESENTATIVE

The role of the Club Representative (Club Rep) is to present the views of the club at Hoe Tonga Pacifica Waka Ama Association (Hoe Tonga) meetings and Hoe Tonga's views at club meetings.

POSITION:	Club Representative
HOURS OF VOLUNTARY WORK:	Up to 1 hour per week
TERM OF VOLUNTARY EMPLOYMENT:	Voluntary for 1 year
RESPONSIBLE TO:	President
SALARY RANGE:	Not Applicable

KEY TASKS

Hoe Tonga Meetings

The Club Rep is responsible for attending all Hoe Tonga meetings which includes:

- Attendance at all Hoe Tonga monthly face-to-face meetings;
- Attendance at all teleconference meetings held from time-to-time;
- Provision of written/verbal reports of the club's activities;
- Responding to all enquiries from the Assembly members that relate to Hoe Tonga and which may occur from time-to-time; and
- Co-ordinating special meetings of the club to respond to requests from Hoe Tonga which may occur from time-to-time.

General

The Club Rep is also responsible for the following general tasks:

- To participate on regional sub-committees in order to further the interests of Hoe Tonga; and
- To liaise between the club and Hoe Tonga.

Relationships

The Club Rep is responsible for maintaining good relationships with the:

- Hoe Tonga Assembly members; and
- Hoe Tonga Clubs.

PERSON SPECIFICATION

Skills and Experience

The Club Rep will need:

- A sound knowledge of the Hoe Tonga Constitution, Strategic Plan, and Annual Operations Plan;
- A sound knowledge of the NKOA Constitution, Strategic Plan, Annual Operations Plan, and Race Rules;
- An appreciation of the Treaty of Waitangi and familiarity with te reo and tikanga Māori;
- Sensitivity to the needs of Māori, Pacific and other cultural groups in the wider waka ama community;
- Skills to operate effectively in a small organisation and provide initiatives, as appropriate, to ensure the relationship between the club and Hoe Tonga operates efficiently.

- A sound level of integrity, adaptability and an ability to handle client information;
- A high standard of oral and written communication skills;
- Administration skills in a small office context, and an ability to work independently and collectively with small teams;
- IT skills, particularly a thorough knowledge of Microsoft applications, including word processing, outlook and electronic (as well as manual) data entry and ability to use the internet, and have an ability to learn and develop new computer skills;
- Ability to prioritise; and
- A background in community voluntary service.

Personal Qualities

The Club Rep will need:

- To be motivated;
- An ability to interact well with Māori, Pacific and other people;
- Some knowledge of te reo and tikanga Māori;
- A well-developed work ethic;
- To demonstrate initiative and flexibility;
- To show confidence, honesty and integrity;
- An ability to be objective; and
- To be sensitive to the needs of clients and personnel and able to develop sound working relationships internally and externally.