



## POSITION DESCRIPTION: NKOA REGIONAL REPRESENTATIVE

The role of the NKOA Regional Representative (NKOA Rep) is to present the views of the region at NKOA Council meetings and to present the views of NKOA Council at Hoe Tonga Pacifica Waka Ama Association (Hoe Tonga) meetings.

<b>POSITION:</b> <b>HOURS OF VOLUNTARY WORK:</b> <b>TERM OF VOLUNTARY EMPLOYMENT:</b> <b>RESPONSIBLE TO:</b> <b>SALARY RANGE:</b>	NKOA Regional Representative Up to 3 hours per week Voluntary for 1 year Hoe Tonga Assembly and NKOA Council Not Applicable
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### KEY TASKS

#### *NKOA Meetings*

The NKOA Rep is responsible for attending all NKOA meetings which includes:

- Attendance at all NKOA face-to-face meetings;
- Attendance at the NKOA AGM;
- Attendance at all teleconference meetings held from time-to-time;
- Provision of written reports of the region's activities at all face-to-face meetings;
- Provision of verbal reports of the region's activities at teleconference meetings; and
- Responding to all enquiries from Council members that relate to Hoe Tonga and which may occur from time-to-time.

#### *Hoe Tonga Meetings*

The NKOA 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 NKOA's activities;
- Responding to all enquiries from the Assembly members that relate to NKOA and which may occur from time-to-time; and
- Co-ordinating special meetings of the region to respond to requests from NKOA which may occur from time-to-time.

#### *General*

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

- To participate on regional sub-committees to provide guidance and direction; and
- To liaise between Hoe Tonga and the NKOA Council.

#### *Relationships*

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

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

## **PERSON SPECIFICATION**

### ***Skills and Experience***

The NKOA Rep will need:

- A sound knowledge of the NKOA Constitution, Strategic Plan, Annual Operations Plan, and Race Rules;
- A sound knowledge of the Hoe Tonga Constitution, Strategic Plan, and Annual Operations Plan;
- 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 NKOA 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 NKOA 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.