



POSITION DESCRIPTION: VICE PRESIDENT

The role of the Vice President is to stand in for the President in his or her absence.

The role of the President is to apply the best operations and decisions for the benefit of the members of the Hoe Tonga Pacifica Waka Ama Association (Hoe Tonga).

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

KEY TASKS

Hoe Tonga Meetings

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

- Chairing all face-to-face and teleconference meetings;
- Chairing the AGM;
- Providing a written report for the Assembly's Annual Report; and
- Responding to all enquiries from Assembly members and which may occur from time-to-time

General

The President is also responsible for the following general tasks:

- To participate on regional sub-committees and which may occur from time-to-time;
- To represent the voice of the Assembly and which may occur from time-to-time; and
- To attend any NKOA Council meeting and which may occur from time-to-time.

Relationships

The President is responsible for maintaining good relationships with the:

- NKOA Council;
- Hoe Tonga Assembly members
- Community Stakeholders such as Sport Wellington Region, Local Businesses, Funding Agencies, Local Government; Maritime Safety; and
- Hoe Tonga Clubs.

PERSON SPECIFICATION

Skills and Experience

The President 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 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 President 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.