

Executive Director

Volunteer position description



Title	Executive Director
Length of term	June 2021 – December 2022
Responsible to	Board Chair

About Commonwealth Youth New Zealand

Commonwealth Youth New Zealand (CYNZ) is a youth-led nonprofit that educates young New Zealanders about the Commonwealth and its values, and provides opportunities for young people to develop their leadership skills and act on issues they are passionate about.

Purpose of position

The Executive Director (ED) is the public face of CYNZ and leads its work, overseeing and coordinating all operations and chairing the Executive Committee (EC). The ED is the EC's primary point of contact with, and is accountable to, the Board. The ED is also the organisation's media spokesperson and primary representative to external stakeholders.

Responsibilities	Expected outcome
Lead the Executive Committee. <ul style="list-style-type: none"> Effectively delegate tasks to EC members to ensure a fair distribution of work, an open and collaborative organisational culture, and an appropriate alignment of tasks and individual skill sets. Empower EC members to develop their strengths and identify areas of desired personal and professional growth. Facilitate or provide opportunities for members to up-skill in these areas. Maintain an active work programme for the EC. 	EC members are empowered to take responsibility for projects and tasks while feeling supported in their roles, and provided the necessary guidance or direction. While mindful that EC members are volunteers, there is a fair distribution of work among EC members with less operational input from the ED and Deputy ED. CYNZ has a forward work programme of activities and events for the year ahead.
Ensure CYNZ's vision, values and objectives are a driving force behind the EC's operations.	The EC operates according to a clear and agreed vision, set of values and set of objectives which are aligned with Board expectations.
Convene and chair EC meetings.	EC meetings are organised and convened regularly and effectively.
Regularly inform the Board of the EC's activities.	A regular consultative and reporting relationship is established between the ED and the Board/Board Chair.

Responsibilities	Expected outcome
Oversee CYNZ's financial management. Ensure the EC complies with financial policies set by the Board. Provide reports to the Board on the organisation's financial position.	The Board receives updates as requested on CYNZ's financial position and has confidence that financial policies and processes are adhered to.
Formally report on the organisation's operations at each Annual General Meeting.	The organisation's achievements and performance are reported to members.
Lead external relationship management for the organisation. With the Board Chair, manage and develop high-value relationships.	Relationships with key stakeholders are developed or renewed, and continually maintained.
Act as a media spokesperson for the organisation. Maintain high standards of personal conduct as a senior face of the organisation. Represent CYNZ at meetings, networking opportunities and other engagements.	Media and publicity opportunities are developed and achieved, and CYNZ's public profile and reputation are enhanced.
Ensure personnel are appropriately vetted to meet policy and legal obligations. Ensure events and programmes are delivered according to all applicable policies and requirements.	All permanent and temporary volunteers are Police-vetted. Requirements of policies are met.