



# Regional Council Chair

## Role:

In line with the Regional Council Rules the Regional Council Chair is required to preside over all Regional Council Executive Meetings, Special General Meetings and the Annual General Meeting.

The Chair will also become a member of the Board of Trustees.

The Chair will:

- be an active member of the Board of Trustees championing both their region at Board level and the Board and its programme/initiatives at Regional/Club level;
- ensure the Regional Council is run effectively and democratically for the benefit of the Athletes and other Members in line with the Constitution of the Trust and the Regional Council Rules;
- oversee regional level fundraising;
- be the first point of contact for the management of complaints received through the Regional Council;
- ensure sufficient sport opportunities are offered at Club/Regional level;
- ensure the annual calendar of sport events for the region is developed as required by SONZ;
- proactively communicate with, and support Club Chairs to ensure smooth running of Clubs in the region;
- be mindful of the need for succession planning to ensure the Regional Council and Clubs in the region have structures in place to ensure continued quality deliver of the Special Olympics programme to their athletes.

## Functional Relationships:

- Special Olympics New Zealand Board
- Regional Council Members
- Volunteers
- Families
- Athletes
- Special Olympics New Zealand staff (*the key liaison point will be with the designated Regional Team Leader*)

## Main Tasks:

- Be the spokesperson externally on Regional Council matters;
- To preside over all Regional Council meetings following the criteria that has been set out in the Regional Council Rules. To ensure adequate planning and budgeting is undertaken in line with business practice;
- To oversee Regional Council projects/events, timeframes and budgets;
- To manage complaints in line with the Complaints Member Discipline and Appeals Policy;
- To support all specific programmes as agreed by Special Olympics New Zealand including the Athlete Leadership Programme, Healthy Athlete Screening® Programme and the Unified Sports Programme.;
- To assist with building awareness and understanding of Special Olympics in the wider community.

## **Skill Set:**

### **Essential**

- Strength in relationships management;
- Confident and effective communicator;
- Working knowledge of Special Olympics rules, Regional Council Rules, Special Olympics New Zealand policies and procedures and duties of Office Bearers;
- Fluency in meeting procedures;
- Organisational skills and an ability to delegate;
- A "can do" approach.

### **Desirable**

- Enthusiasm;
- Motivational skills;
- Computer literacy.

## **Accountable to:**

Members of the Regional Council through the Executive Committee