



# Wellington Group

## New Zealand Riding for the Disabled

### Position Description

#### Committee Member

<b>Position Title:</b>	Committee Member
<b>Responsible For:</b>	Helping to set the vision and strategic direction of the association, safeguard the organization's assets, and ensure the fiscal, legal and ethical integrity of the association. WRDA members also translate the shared values and interests of the members into organizational plans and programs, determine desired organizational outcomes, and assess progress in achieving those outcomes. (All authority contained in this job description should be understood to be those as part of the Committee as a unit and no individual authority is inferred.)
<b>Reports to:</b>	President
<b>Qualifications:</b>	Experience working in the Community Knowledge of the volunteer sector Understanding of disability Formal qualifications while appreciated are not a necessity
<b>Other Requirements:</b>	Well informed, appreciative and supportive of the goals objectives and aims of riding as set out in WRDA rules Well informed and supportive of the aims and objectives of WRDA Knowledge and appreciation of the Wellington and Porirua communities Good communication and interpersonal skills Impartiality and fairness Ability to respect confidences Financial member of WRDA Commitment to attend monthly meetings, the AGM, special meetings and be prepared to assist in additional events or sub committees if asked.
<b>Type of Role:</b>	Volunteer.
<b>Financial Delegations:</b>	Nil

## **Key**

### **Responsibilities/Duties:**

- Participate respectfully in meetings and all other communications to the best of your ability.
- Come prepared to Committee meetings having read the agenda and documentation sent out at least two days prior to the meeting
- Treat all information and discussions in a confidential manner
- Be open minded
- Be respectful of different opinions
- Be able to see the big picture
- Exhibit no bias to or advocacy for any candidate(s)
- Declare any conflicts of interest
- Passionate about helping WRDA to become sustainable longterm
  
- Actively contribute to email discussions or feedback sought on documents in between meetings, where exceptional circumstances exist and decisions/feedback cannot wait until the next Committee meeting
- Maintain knowledge of the WRDA structure, activities, and processes.
- Maintain a personal commitment to its goals and objectives.
- Actively participate in providing effective governance to the organisation
- Establish and update association governing policies.
- Authorize revenues and expenditures of WRDA funds through the annual budget process or as needed during other times of the year.
- Establish appropriate fiscal policies and controls.
- Authorize the establishment of new initiatives, and create the policies and procedures for their continued maintenance.
- Authorize subcommittees, define their duties, receive their reports, and take action as required.
- Act as the accountability mechanism for WRDA as an organisation responsible to its stakeholders.
- Contribute to the strategic direction of the organisation.

**Expected Outcomes:** • Actions, practices and communications endorse WRDA philosophy and mission statement, meet WRDA quality requirements and the privacy rights of riders, caregivers, staff, contractors and volunteers.

**Liase With:**

- Executive
- Key Role Holders
- Other Committee Members

**Other Information:** WRDA is a growing organisation and its existence is dependent on good will from charities and funding agencies with no guarantee of continued funding. All members are responsible for all decisions of the Committee whether you were at the meeting or not, or if you disagree or not. Your role is to support the democratic process

The position involves up to 3 hours of meetings and travel to the WRDA premises and up to 3 at a home office per month.