

Area Councillor

Overview

The Area Councillor contributes to the work of the Area Council to deliver positive and stable leadership that strengthens and protects New Zealand Red Cross in the Area.

Providing support to the Area Chair, the Area Councillor acts as a key connector to empower Branches, Groups, and members (including those who volunteer their time) to plan and deliver activities in alignment with New Zealand Red Cross' strategic priorities.

Modelling New Zealand Red Cross values and the Fundamental Principles, the Area Councillor plays a pivotal role in fostering collaborative relationships with key stakeholders, taking the initiative to drive a one-team culture that encourages inclusion, connectedness and diverse member participation that fulfils the mission of New Zealand Red Cross.

The Area Councillor nurtures and sustains strong membership, provides sound advice, identifies ideas for improvement to support the development of members and services across the Area. The Area Councillor strives to champion the youth voice through inspiring leadership that supports and develops young humanitarians, ensuring that New Zealand Red Cross is well placed and strengthened for the future.

This draft is not a formal employment role description but developed for the purpose of aligning all Area governance and leadership roles. It examples how the role works in practice.



Guide to what this might look like:

Leadership

- Provide strategic guidance, and regular communication for Branches or Groups as appointed by the Area Council.
- Support Branches and Groups with risk management for member-led activities in the Area.
- Encourage members to follow New Zealand Red Cross Fundamental Principles, strategy, policies and procedures.
- Promote an awareness of the values, principles, and history of the International Red Cross and Red Crescent Movement and New Zealand Red Cross.
- Lead by example, modelling and encouraging member adherence to the Fundamental Principles that displays New Zealand Red Cross' expectations on behaviour (e.g.: Code of Conduct) and promoting diversity, equity, and inclusion.
- Actively support our commitment to uphold Te Tiriti o Waitangi | The Treaty of Waitangi and our humanitarian mission to improve the lives of vulnerable people.

Area Council elections

Participate in Area Council nominations and election processes, including appointing a chair, deputy chair and secretary.

Area communication distribution

Support the Area Chair to model effective communication from the Area Council to the wider membership through proactively contacting and engaging with Branches, Groups and individual members with updates on activities, volunteer needs and organisation initiatives via effective and secure platforms (e.g.: social media, email, meetings, phone).

Area Council meetings

Actively participate and contribute to decision making at Area Council meetings that leads to positive outcomes for the Area's membership.

Budgets and finances

Liaise with the Branch or Group point of contact to establish that all programmes and activities are being delivered within budget and resources as agreed in the annual plan and are meeting the needs of the community.

It also might look like:

Area Planning

- Contribute to the preparation, review and approval of the draft area plan.
- Assess suitability and alignment for any new initiatives that sit outside of the approved list of programmes and activities.
- Evaluate and review the data of the Area's member-led activities, contributing to the report for the National Board on performance, risk management, profile raising and fundraising revenue for the Area.

Health, safety and wellbeing

- Promote a focus on health, safety and wellbeing (e.g.: raising awareness about the wellbeing resources and support that is available).
- In support of the Area Chair, encourage adherence to New Zealand Red Cross' health, safety and well-being procedures related to member-led facilities and activities.

Fundraising

- Encourage member participation in local area and national New Zealand Red Cross fundraising activities.
- Promote, participate and contribute to fundraising activities.

Relationship and partnerships

External

- Participate in planning how we manage our partnerships and relationships, including different businesses and organisations, groups, communities, Iwi and Hapū.
- Represent New Zealand Red Cross to build and maintain relationships in the Area, attending gatherings, meetings, and events as needed.

Internal

- As delegated by the Area Chair, collaborate with Branches, Groups, members, volunteers, and Area staff to ensure the coordination and effective delivery of our activities, programmes and services.
- Champion the voices of the diverse communities and members in your Area.

Emergency management

(Reduction, Readiness, Response, Recovery)

If required, assist the Area Chair to support any New Zealand Red Cross coordinated response (e.g.: communicating with members, connecting with local communities or groups in need).

Governing members and volunteers

Recruiting and exiting

Support Area Chair as required.

Training and development

- Understand and identify member development needs in the Area.
- Promote and encourage member participation in training opportunities in the Area.
- Participate in induction and training opportunities as needed.

Recognition

- Encourage and promote regular recognition of members in the Area through recognition events (e.g.: morning teas, end of year celebrations).
- Actively contribute to the nomination approval process for the honours and awards, as outlined in the Members' Handbook.

Dispute and complaint management

Support the Area Chair to effectively manage and resolve any member disputes (e.g.: issues of unacceptable behaviour, discrimination, bullying or harassment) in a timely and unbiased manner (assisted by the Area Support Team).