National Executive Committee

ROLES AND RESPONSIBILITIES
The National Executive Committee is the representative voice of the branches and members of PACIFICA Inc. The National Executive Committee is responsible for the management and administration of PACIFICA Inc. nationally and it shall be guided in all its activities by the Constitution of the organisation. It must account for its performance to both the Council (the Council consists of the National Executive Committee and the Presidents of PACIFICA Branches or their representatives) and the Annual General Meeting (the meeting of all “ordinary members of PACIFICA Inc.”)

PACIFICA REPRESENTATION
The National Executive Committee are collectively the representatives of the national organisation and may from time to time call on other members to represent the interests of the organisation to external interests that include both Government and non-government organisations. In all representative duties the National Executive Committee will endeavour to ensure that PACIFICA’s representative is suitably skilled to undertake the task; understands the expectations of the role and has the appropriate support to do so.

MEETINGS AND TRAVEL REQUIREMENTS
The National Executive Committee is required by policy to meet not less than five times a year. In considering meeting times the Committee will take cognisance of:
• Regional mini conferences
• Council meeting
• Annual General Meeting.

It is worthy to note, that while PACIFICA Inc hopes to meet all reasonable financial expenditure of its National Executive Committee members, this is not always possible and from time to time National Executive Committee members will be asked to meet their own costs.

All positions on the National Executive Committee are elected bi-annually.

JOB DESCRIPTIONS
The following job descriptions present a generic view of the duties of each office of the National Executive Committee. All officers of the National Executive Committee of PACIFICA Inc are expected to support the work of their colleagues and therefore of the organisation as a whole.

National President
The National President is the elected leader and vision driver of PACIFICA Inc. A number of skills and experience will support the National President in the execution of her responsibilities.

The foremost responsibility of the National President is to Chair PACIFICA’s meetings: all National Executive Committee meetings, Council meetings and the Annual General Meeting (as well as any other meeting deemed necessary by the National Executive Committee). Knowledge of meeting procedures, the organisations’ constitution, policies, opinions and structure will be important.
The National President is PACIFICA’s first representative to both Government and non-government organisations. It will be helpful to develop a knowledge of the different international conventions, treaties and responsibilities that PACIFICA adheres to, as well as keep abreast of developments within Aotearoa New Zealand and the Pacific.

It would also be valuable for the National President to have an understanding of the wider socio-economic issues of Pacific peoples in Aotearoa New Zealand and therefore understand the wider context within which Pacific women, families live and work.

The National President with the National Executive Committee is responsible for ensuring that the organisations’ affairs are managed and meet compliance and accountability requirements (this will include all contracts, financial affairs, Memorandum’s of Understanding, and all kinds of agreements with other parties).

It is essential that the National President work closely with the National Secretary to ensure that business is completed promptly and appropriately.

**Vice President**

Like the National President, the Vice President (VP) is a public example of the organisation. As well as deputising at meetings in the absence of the National President, the VP should be as familiar as the President with policy and procedural matters of the organisation. In the unlikely or unforeseen event of the President’s resignation or death, the VP is required to take over the position until such time as the National Executive Committee decides that an election is required. Given that PACIFICA Inc elects three Vice Presidents, the Constitution makes provisions for how responsibilities can be allocated.

The VP combines the duties of the Public Relations Officer and Liaison Officer for the organisation. She disseminates information to the public and to the membership, liaises between the Executive and her region as well as represent the organisation as the need arises.

The VP supports the role of “promoter” the activities and plans of PACIFICA Inc to Government and non-government organisations. In this way, she will recruit new members, establish new branches, provide public recognition for members’ achievements and generally enhance the image of the organisation.

Therefore with all the above in mind the VP needs to be a person with strong regional leadership and good communication skills. She will know her membership and region well, be articulate and approach sensitive issues with a level of maturity and decorum. The VP will keep members informed, up to date at all times and deal with organisational matters promptly. The VP is responsible for disseminating her regional newsletter at least two times in a year. When appropriate the VP will delegate tasks either within the National Executive Committee or to other members able to meet the requirements of the task.

Some other tasks for the VP:
- Mentoring the establishment of new branches
- Pastoral responsibilities for the branches within her region
- Maintain and establish relationships with external organisations
- Collate/present/receive remits from branches
- Must attend all national meetings.
**National Secretary**
The National Secretary needs to be:
- A good organiser
- Systematic and methodical in her approach to tasks
- Diplomatic
- Knowledgeable and authoritative of the organisations’ affairs
- Willing to deputise.

It is important for the National Secretary to keep her President well informed. She needs to be totally open and honest with her President as well as with the other members of the National Executive Committee.

The Secretary is the memory of the Executive and as such she should bear in mind her responsibilities before, during and after meetings.

In particular:
- Plans, attends and minutes (including setting the agenda) National Executive Committee and national meetings in consultation with the National President
- Write up and distribute minutes within identified timeframe
- Note points of action for follow up in minutes
- Chief communications officer internally and externally i.e. answer all correspondence as approved by meetings; receive and acknowledge all incoming correspondence
- Confirm important engagements in writing
- Maintain policy and procedure manual
- Advise change of office bearers to all Government and relevant non-governmental organisations

Ambassadorial: represents interest of PACIFICA at national and international level.

Secretarial: office organisation.

**Assistant National Secretary**
The Assistant Secretary works to support the administrative arm of PACIFICA Inc.

On successfully being elected to the office of Assistant Secretary, the National Secretary shall discuss and negotiate with the Assistant Secretary her duties. These duties will be presented to the National Executive Committee for confirmation.

In the absence of the National Secretary, the National President may instruct the Assistant Secretary to perform the duties of the National Secretary which may include:
- Overall responsibilities for the receiving and sending of all correspondence (as identified in the National Secretary’s Job Description)
- Submitting monthly, to the executive, a list and summary of all inward and outward correspondence
- Redirecting relevant correspondence to other members of the national executive
- Preparation of, writing reports and making submissions
- Distribution of discussion papers to the branches for discussion and feedback.

Reports on the progress of PACIFICA submissions.

**National Treasurer**
Any organisation that handles money needs a Treasurer. The Treasurer is the conscience of the organisation. The Treasurer keeps the financial records, takes care of the book-keeping,
prepares budgets, forecasts and other financial information which the organisation needs.

Duties:
Provide a written receipt for monies received
All monies to be banked promptly and bank receipt filed
Record all monies in an itemised cashbook e.g. list source – grants, subscriptions
All payments over $10.00 to be made by cheque and receipts received
All payments are to be recorded in an itemised cash book e.g national executive travel
Reconcile cashbook and cheque book against bank statements monthly
Keep a separate record of all petty cash payments to be held with relevant receipts (the amount of petty cash to be set by the National Executive Committee).
Cheques will be signed co-jointly with any two of Treasurer, President, Assistant Treasurer
All cheques will have the signature of the Treasurer
Mail out of registration forms to all branches, prior to due date
Maintain full registration of members and branches of PACIFICA Inc.
All branch affiliations and member subscriptions fees are to be received by the Treasurer, on behalf of the National body by the due date
Prepare a set of accounts annually, e.g income and expenditure statement and balance sheet for independent audit (the audit to be carried out by a qualified accountant/auditor as approved by the National Executive Committee. The audit must be completed as soon as possible after the end of the financial year – the audited accounts will be included in the Annual Report of PACIFICA Inc and will be presented to the AGM of PACIFICA Inc).
Interim income and expenditure report is to be prepared for each Council meeting
Interim income and expenditure report is to be prepared for each National Executive Committee meeting
All IRD returns are to be prepared and dispatched before due date.
Prepare funding applications on behalf of PACIFICA Inc.

In particular:
Ensure that National body affiliations/subscriptions are paid annually
File a copy of the audited accounts with the Companies Office annually
The Companies Office also requires the organisation to keep a record detailing members’ names and addresses and occupations
Compile and maintain a Life Member register
Ensure that all grant/project monies can be readily identified within the cashbook and monitor expenditure in relation to the budget
Provide financial accountability to funders for all grant/project monies by due date
Compile and maintain an “asset register” for the organisation
Keep financial archives for a minimum of seven years as required by IRD
Ensure the safe keeping of the common seal
Closely liaise with and support the National Assistant Treasurer.

Generic Tasks:
Attend all regular meetings, National Executive Committee, Council, AGM
Budget for the years operations and any special events/projects
Seek approval for payments and reimbursements
Payment/receipting of all accounts and monies received
Arranges annual audit
Participate on sub committees as necessary
Registrations and subscriptions
Look after conference account records.

**Assistant National Treasurer**
The National Assistant Treasurer works to support the financial arm of PACIFICA Inc.

On successfully being elected to the office of National Assistant Treasurer, the National Treasurer shall discuss and negotiate with the Assistant Treasurer her duties. These duties will be presented to the National Executive Committee for confirmation.

Duties:
- Runs conference account, receives and properly accounts for all monies for conference
- Logo sales and ordering of logo products
- Supports National Treasurer in the execution of her duties
- Records ready for audit
- Attend all regular meetings, National Executive Committee, Council, AGM.

**National Young PACIFICA Representative**
The Young PACIFICA representative on the National Executive is elected by Young PACIFICA members of the organisation. They work in conjunction with members and branches, to network with younger members between the ages of 12 and 25 years of age inclusive. The aim is to identify the issues and needs of young members so that these can be acknowledged and responded to at all levels of the organisation.