

## 217 – TOR Regional Leaders, Chairs & Committees

### REGIONAL LEADERS

#### Role

- Liaise with the RWNZ Board and Chief Executive to implement the National Strategy and purpose - Strengthening, supporting and connecting people and communities.
- Liaise with Regional Chair and Regional Committees to implement local strategies, annual plans and budgets to support the National Strategic plan.
- Support and encourage the members in their region to engage with the organisation and other members, at all levels.
- Act as a resource for Regional Committees and members on matters of national policy.
- Build relationships with media in the region and promote RWNZ stories/events wherever possible, following RWNZ protocols and training.

#### Responsibilities

- Stronger focus on National Strategic direction and guiding Regional Committees to implement the Purpose, rather than operational level.
- Work with the Regional Chair, Regional Committee and local members to ensure that regional and local events are run in accordance with Rural Women New Zealand values and strategic intent.
- Report to National Board on Regional performance and activities at agreed intervals
- Maintain good communication with other Regional Leaders.
- Ensure RWNZ Board is well informed of emerging issues within their rural communities.
- Support the National Office and Board in organizing and implementing National events
- Attend National AGM/Conference, Leadership Workshops and other National level events.
- Work with Regional Committee, members in general and staff to ensure promotion of RWNZ and RWNZ activities in a positive light.

Additional National Leadership Team members can be appointed by the Board to support Regions or Sub Regions with co-ordinating and connecting as seen fit and agreed.

#### Funding

Cross reference:

Regional Leaders - Bylaws 4.11 and 4.12

Regional Committee Members – Bylaws 4.9 and 4.10

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- The RWNZ Board will allocate funds for Regional Leaders travel and office expenses in each year's budget. This amount is separate to funds allocated to the Regions, and will be advised each year. (2020-21 \$1,140).
- Actual and Reasonable expenses will be paid as per the National Finance Policy.

### Accountabilities

- The Regional Leaders are accountable to the Board
- All work must be in the interests of Rural Women NZ
- All members must abide by Rural Women NZ rules and bylaws and policies and procedures
- All Regional Leaders are expected to work in a manner consistent with the RWNZ Creed.

## REGIONAL COMMITTEE CHAIR

### Role

- To liaise closely with the Regional Leader to support and motivate the Region's members in implementing the strategic purpose of RWNZ – 'Strengthening, supporting and connecting people and communities.'
- To chair Regional Committee Meetings and lead the Regional Committee in their work throughout their Region
- Ensure competent management of Regional Committee duties around finances, reporting, event management, charitable work, regional policy work and membership.
- To promote RWNZ and RWNZ activities and events in a positive light at all opportunities

### Responsibilities

- Stronger focus on operational functions that are employed to implement the Strategic direction in the region.
- Ensure that Charities Commission reporting requirements are met within the Region.
- Work with the Regional Leader, Regional Committee and local members to ensure that regional and local events are run in accordance with Rural Women New Zealand expectations.
- Attend National AGM/Conference, Leadership Workshops and other National level events.
- Work alongside the Regional Leader in reporting to National Board on Regional performance and activities at agreed intervals
- Maintain good communication with other Regions and Regional Committees
- Ensure RWNZ Board is well informed of emerging issues within their rural communities.

Cross reference:

Regional Leaders - Bylaws 4.11 and 4.12

Regional Committee Members – Bylaws 4.9 and 4.10

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- Support the National Office and Board in organizing and implementing National events
- Work with Regional Committee, members in general and staff to ensure promotion of RWNZ and RWNZ activities in a positive light.

## Funding

- Expenses to attend national level events is available through each Region's Board allocated funding.
- Actual and Reasonable expenses will be paid as per the National Finance Policy.

## Accountabilities

- The Regional Committee Chair is accountable to the Board
- All work must be in the interests of Rural Women NZ
- Must abide by Rural Women NZ rules and bylaws and policies and procedures
- Expected to work in a manner consistent with the RWNZ Creed.

## REGIONAL COMMITTEE MEMBERS

Rural Women New Zealand is divided into seven geographical Regions. Each Region is required to have a Regional Committee elected.

Under special circumstances, a Region may have more than one sub-region. Each sub-region may have its own Regional Committee. In this case, funding from the national budget remains allocated to the seven regions. Sub-regions must split the regional funding accordingly.

## Role

- Liaise with the Regional Leader to implement local strategies, annual plans and budgets to support the National Strategic plan and purpose - Strengthening, supporting and connecting people and communities.
- Work with the Regional Leader, members in general and staff to ensure promotion of RWNZ and RWNZ activities in a positive light.
- To work with the Regional Leaders to provide a link between the members and the RWNZ Board and Office.
- Support and encourage all members in their region to engage and connect with the organisation and other members, at all levels.

Cross reference:

Regional Leaders - Bylaws 4.11 and 4.12

Regional Committee Members – Bylaws 4.9 and 4.10

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- Conduct a debrief meeting following any events and activities and look at the outcomes as they relate to the RWNZ strategy and report on this to the Regional Leader in a timely manner.
- Build relationships with media in the region and promote RWNZ stories/events wherever possible, following RWNZ protocols and training.

## Responsibilities

- Manage Regional Expenses within a budget allocated to the Region by the Board.
- Lead by example and participate in activities and events within the area and at a national level and also encourage members to participate.
- Support the RWNZ Board and Office during the annual Audit process by supporting Branches and Groups with their End of Year reporting
- Provide regular reporting on membership, activities and policy based issues to Regional Leaders and through them, to the Board and National Office.

## Funding

- The RWNZ Board will allocate funds to regions annually to cover Activities and Training, charitable work (historically called 'Pat Evans' Funding) and travel expenses.
- Funding can be applied for retrospectively for events and activities and must include proof of payment/ invoices.
- Actual and Reasonable expenses will be paid as per the National Finance Policy.

## Accountability

- The Regional Committee members are accountable to the Board
- All work must be in the interests of Rural Women NZ
- All members must abide by Rural Women NZ rules and bylaws and policies and procedures
- All Regional Committee members are expected to work in a manner consistent with the RWNZ Creed.

Cross reference:

Regional Leaders - Bylaws 4.11 and 4.12

Regional Committee Members – Bylaws 4.9 and 4.10

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