

JOB DESCRIPTION

ZONE REPRESENTATIVE

1. KEY RESPONSIBILITIES

- a) The Zone Representative will be required to attend the New Zealand Community Boards' Executive Committee (NZCBEC) meetings that are held quarterly in Wellington.
- b) The Zone Representative is to represent and communicate the issues and concerns within that zone to the meetings of the NZCBEC.
- c) The Zone Representative will arrange the holding of at least three Community Board Zone Forums each year with a focus on training/ capacity building, networking and information sharing.
- d) The Zone Representative to attend Local Government New Zealand's Zone meetings quarterly and provide a written report to those meetings via the Zone Secretary.

2. OTHER DUTIES

Other requirements of the Zone Representative shall be to:

- Involve the Deputy Representative with the Zone Forums
- Provide a written zone report to the NZCBEC Administrator to be distributed with the quarterly agenda
- Provide a copy of that written report to all community boards within the zone for inclusion in their community board agendas
- Assist and work alongside other zone representatives on the NZCBEC as required, in the preparation of any reports/submissions
- Promote Local Government New Zealand's web page and provide articles via the Administrator for inclusion, as required
- Arrange for the Zone Deputy to attend either the NZCBEC or Zone meetings, if unable to attend
- Provide Local Government New Zealand with a travel expenses claim within 14 days of the NZCBEC meeting
- Such other duties that may be required to be undertaken/assigned from time to time

JOB DESCRIPTION

DEPUTY ZONE REPRESENTATIVE

1. KEY RESPONSIBILITIES

- a) The Deputy Zone Representative will be required to attend the New Zealand Community Boards' Executive Committee (NZCBEC) meetings held quarterly in Wellington, should the Zone Representative be unable to attend.
- b) The Deputy Zone Representative is to be in a position of representing and communicating the issues and concerns within that Zone when deputizing at the NZCBEC meeting.
- c) The Deputy Zone Representative will assist the Zone Representative in the holding of at least three Community Board Zone Forums each year.

2. OTHER DUTIES

Other requirements of the Deputy Zone Representative shall be to:

- Attend Local Government New Zealand's quarterly zone meetings with the Zone Representative
- Communicate regularly with the Zone Representative on issues and concerns within the zone
- Such other duties that may be required to be undertaken/assigned from time to time