

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

Tangata Whenua Bicultural Team Co-convenor
Tangata Tiriti Bicultural Team Co-convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council Bi-cultural team
Honoraria and Expenses	As set at the annual Association Meeting.
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for convenor's children
- Is prepared to continue training and participate in ongoing professional development.
- Commitment to the principles of consultation and partnership
- Ability to work co-operatively with the other members of Association
- Ability to work with a co-convenor and a team

Essential skills and knowledge

- Has completed Course Three Playcentre Sessions
- Knowledge and understanding of te reo and tikanga Māori
- Knowledge and understanding of Playcentre philosophy and structure
- Knowledge and understanding of Te Tiriti o Waitangi
- Good facilitation skills
- Able to communicate effectively – orally and in writing

Goals

- To develop and maintain networks within and outside Playcentre
- To liaise and consult with Māori Whānau
- To be joint advocates for Māori initiatives within Playcentre

Duties and Responsibilities

1. Co-convene the bicultural team to be responsible for ensuring the team fulfils its functions and responsibilities.
2. Give written reports to Executive, Council and Association Annual General Meetings from the bicultural team.
3. Attend Association executive meetings and work as an active member of the executive.

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4. Organise bicultural events for Playcentre personnel as appropriate
5. Disseminate bicultural information to Playcentres
6. Ensure that the Association is represented at regional and national Pakeha Treaty Education worker meetings.
7. Contribute and report to an annual management plan based on the Association strategic plan.
8. Develop budget and Goals for each financial year
9. Monitor and report to Council on, ongoing spending within budget
10. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Sources of Support

- Co-convenor
- Bicultural Team Members
- Māori Whanau
- Tangata Whenua
- Executive Members
- Association President
- Central Region Treaty Worker
- Office Administrators