

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

Equipment /Property Co-Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council EP team members
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
- Able to work co operatively with other members of the association and the team
- Has held the position of property, equipment or health and safety officer in the centre or has an interest in this area
- Is prepared to continue training and participate in ongoing professional development

Essential skills and knowledge

- Has completed Course Three *Playcentre Sessions*
- Has good facilitation skills
- Able to communicate effectively – orally and in writing
- Good organisational and administrative skills

Goals

- Ensure the Equipment/Property/Health & Safety Team functions as it should
- Be an active and effective member of the association executive

Duties and Responsibilities

1. Convene the Equipment/Property Team and be responsible for ensuring the team fulfils its duties and responsibilities
2. Provide written reports and attend Executive, Council and Annual Association meetings
3. Attend Association Executive meetings and work as an active member of the executive
4. Attend and report to the Central Region's Capital Works Scheme meetings (or arrange a representative)
5. Attend and report to national and regional property meetings (or arrange a representative)
6. Contribute and report to an annual management plan based on the Association strategic plan

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7. Develop annual budget and goals for team
8. Monitor and report to Council on ongoing spending within budget
9. Responsible for the management of staff assigned to the EP team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development
10. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Sources of Support

- EP Co-convenor
- EP Team Administrator
- Association President
- EP Team members
- Executive Members
- Central Regions Property Manager
- Office Administrators
- Federation Property and Equipment convenors

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