

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

President

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

Qualities

- Leads by example
- Playcentre is the main source of early childhood education for the President's children
- Able to work co operatively with other members of the Association

Essential skills and knowledge

- Has completed Course Four *Playcentre Practice*, or is working on it
- Has good facilitation skills
- Able to communicate effectively – orally and in writing
- Has an ability to chair meetings
- Is familiar with Association Constitution and NZ Playcentre Federation (NZPF) Constitution

Goals

- Ensure aims and obligations in the Constitution are met
- Ensure smooth administrative running of the Association
- Facilitate effective and productive meetings
- Encourage emergent leadership and team leadership and team building among association officeholders and members
- Be a good representative of the association at all levels of Playcentre and externally
- Help maintain good communications between Association teams/Executive and centres
- Help maintain good communications between Federation and the Association
- Be a good role model of Playcentre

Duties and Responsibilities

Association Meetings

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1. Facilitate monthly Executive meetings, four Council meetings a year, an Annual General Meeting and any necessary special meetings
2. Consult with the Association Secretary on meeting agenda
3. Be familiar with current issues likely to be raised at meetings by consulting Association officeholders or outside personnel prior to meetings
4. Prepare meeting environment
5. Operate group skills to ensure maximum participation by Association officeholders and members at meetings
6. Prepare president's report for executive, council and annual meetings
7. Run the new Presidents workshop at the annual New Office Holders Evening for centre Presidents

Emergent Leadership

1. See work is shared among association officeholders
2. Encourage the duties of all officeholders and ensure there is a support network for them
3. Encourage Association members into office holding positions
4. Plan and manage an effective transition process for new Executive team members following the Annual General Meeting

Represent the association

1. Act as a Liaison between the association and outside bodies
2. Represent the association at outside functions and at meetings of related bodies
3. Attend and present a report to the NZPF Annual Conference and to two NZPF National Executive Meetings per year (requiring three weekends away from home)
4. Ensure the Wellington Playcentre Association is represented at all relevant national meetings of the NZ Playcentre Federation, and that the Association actively participates in Federation decision making

Communication

1. Maintain harmonious relations between association office holders and members. Encourage a sense of belonging and of responsibility to the group. Carry out team building within the group. Encourage communication within the group
2. Enthuse members at association and centre level
3. Visit as many centres as possible during the year
4. Liaise with Office Administrators and Secretary about correspondence
5. Ensure Association members are kept well informed on Association matters

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Strategic Planning

1. Oversee the strategic planning process for the Association. Ensure that the strategic plan is updated regularly and consulted on widely
2. Develop and report to an annual management plan based on the Association strategic plan
3. Link the Association strategic plan to the NZPF Strategic plan
4. Ensure there are effective processes in place for Self Review within the Wellington Playcentre Association

General

1. Oversee the administration of the association, including the smooth running of the Association office and Shop
2. Ensure the Association's commitment to biculturalism
3. Be a member of the Appointments and Review Sub-committee and carry out the duties requires of a sub-committee member
4. Responsible for the management of Office Staff and Senior Shop Manager, including recruitment and induction, performance management and professional development
5. Oversee and support convenors to manage other paid staff of the Association. Ensure appraisals of staff are carried out as appropriate
6. Act as licensee for centres
7. Help Association Treasurer with annual budget
8. Countersign association cheques and act as an online authorizer for Association bank accounts

Sources of Support

- Association Vice President
- Association Treasurer
- Association Secretary
- Immediate Past President(s)
- Other Executive members
- Office Administrators
- Administration Team Members
- Life Members
- Advisory Panel
- Federation support person
- Own centre members

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VICE PRESIDENT

Place of Work	Works from home
Responsible to	Association Executive and Association Council, Administration 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 Vice President's children
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level
- Able to work co-operatively with the other members of Association and the Administration team

Essential skills and knowledge

- Has completed Course Two *Playcentre Way*/Course Three *Playcentre Sessions*
- Able to communicate effectively – orally and in writing

Goals

- Support the Association President and Executive team members
- Assist with the smooth running of the Association administration
- Effectively support centres in administration tasks

Duties and Responsibilities

1. Chair Association meetings in the absence of the President
2. Support President – sharing workload as required
3. Assist President in liaison with outside bodies
4. Attend monthly Association Executive meetings and work as an effective member of the Executive.
5. Present written reports to Association meetings.
6. Contribute and report to an annual management plan based on the Association strategic plan.
7. Be a member of the Appointments and Review Sub-Committee and carry out the duties required of a sub-committee member.
8. Liaise with office staff, organising administration team meetings as required (minimum termly)
9. Coordinate policy review process for Association umbrella policies

Sources of Support

- Association President
- Association Treasurer

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- Association Secretary
- Other Executive Members
- Office Administrator
- Administration Team

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Education Convenor

Place of Work	Works from home
Responsible to	Playcentre Education (NZPF), Association Executive and Association Council, Education 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 the Convenor's children
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level

Essential skills and knowledge

- Has completed Course Four Playcentre Practice, or is working on it
- Able to communicate effectively – orally and in writing
- Good facilitation skills
- Good organisational and administrative skills
- Able to work cooperatively with other members of the Association and the team

Goals

- Ensure effective delivery of the Adult Education Programme occurs within the requirements of the WPA Education Quality Management System
- Be an effective member of the Association Executive
- Promote appropriate practice within centres to ensure quality outcomes for children at Playcentre sessions

Duties and Responsibilities

1. Convene the Education Team and be responsible for ensuring the team fulfils its responsibilities.
2. Report to and attend the Association Executive and Council meetings and AGM.
3. Provide an annual report to Playcentre Education as required under the QMS.
4. Develop a strategic plan for the adult education programme to present annually to Playcentre Education, the Association Executive and the Association Council.
5. Develop and present the annual budget for spending on administration, provision and delivery of the adult education programme, to the Association Council. Include provision for: professional development, learning and teaching

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- resources (including Assn library), adult education administration costs, adult education delivery costs, programme review and development.
6. Monitor and report to council on ongoing spending within budget guidelines.
 7. Ensure processes of programme delivery, development and review, as required under the QMS are implemented.
 8. Contribute and report to an annual management plan based on the Association strategic plan.
 9. Any other responsibilities as required by the Association Council and Playcentre Education.
 10. Responsible for the management of staff assigned to the Education team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development.
 11. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually.

Sources of Support

- Playcentre Education
- Education Team Administrators
- Education Team Members
- Tutors
- Association President
- Other Executive Members
- Office Administrators

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Public Relations Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council PR 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 Public Relations Convenor's children
- Is prepared to continue training and participate in ongoing professional development
- Able to work co-operatively with the other members of Association and the team

Essential skills and knowledge

- Has completed Course 3 Practical Play Certificate
- Ability to communicate effectively – orally and in writing
- Good facilitation skills
- Good organisational and administrative skills
- Has prior knowledge of PR or journalism or has an interest in the area of public relations.
- Has held the position of Centre Public Relations Officer or carried out PR type tasks for the Centre

Goals

- Promote Playcentre in general and Wellington Playcentre Association's 21 centres specifically at every opportunity
- Ensure the PR Team functions as it should
- Be an active and effective member of the association executive

Duties and Responsibilities

1. Convene the PR Team and be responsible for ensuring the team fulfils its functions and responsibilities
2. Attend and give written reports to Executive, Council and Annual Association meetings
3. Attend and report to national and regional PR meetings (or arrange a representative)

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4. Maintain contact with the Federation Public Relations Convenor or designated person on Promotion team
5. Ensure centres are kept informed on PR matters and build relationships with centres through memos, newsletter, phone contact and visits
6. Write articles and advertorial to promote Wellington Playcentre Association's 21 Playcentres
7. Liaise with a team member to, or coordinate regular advertising within the budget centred around events such as Playcentre Awareness Week, Playcentre graduation celebrations and in early childhood features in local media
8. Organise events such as Playcentre Awareness Week (every second year) to promote Playcentre and coordinate media to cover the event
9. Organise Playcentre presence at events such as the February Porirua Waitangi Day Festival of the Elements, July Parent and Child Show and August Storylines Festival
10. Ensure team members have a role and or special projects and fulfil these – e.g. web developer, advertising coordinator, specific event organiser, Yellow and White Pages coordinator
11. Update, review or replace brochures, such as 'Haere Mai' and other Wellington Playcentre Association national promotions items regularly
12. Update PR centres' folders and PR team members' folders annually
13. Run Office Holders Workshop for new centre PR office holders in October each year
14. Ensure team members each are responsible for keeping in touch with about four centres PR officers to offer assistance and advice as needed
15. Ensure team members have access to personal development as required
16. Contribute and report to an annual management plan based on the Association strategic plan
17. Hold regular – each term – PR meetings to determine goals and priorities.
18. Develop annual budget and goals for PR Team
19. Monitor and report to Council on ongoing spending within budget
20. Attend Playcentre Shop staff meetings each term or each second term in turn with Equipment Property convenor
21. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Sources of support

- PR Team members
- Association President
- Executive Members

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- PR officers at centres/Playcentre presidents in the absence of a PR officer
- Playcentre Shop staff
- Wellington Playcentre Association secretary
- Wellington Playcentre Association office manager

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Treasurer

Place of Work	Works from home
Responsible to	Association Executive and Association Council
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 Treasurer's children
- A background of strong involvement at centre level
- Able to work co-operatively with the other members of Association and the team

Essential skills and knowledge

- Has completed Course Two Playcentre Way/Course Three Playcentre Sessions
- Able to communicate effectively – orally and in writing
- Has been a centre treasurer, and has a strong interest in accounting.
- Good organisational and administrative skills
- Is prepared to continue training and participate in ongoing professional development

Goals

- Assist with the smooth running of the Association's financial management
- Effectively support the Association Executive in financial tasks
- Effectively support centres in financial tasks
- Be an effective support to the Association's accountant
- Be a good role model of Playcentre

Duties and Responsibilities

1. Work with Accounts Administrator to ensure the smooth running of the Association's financial management
2. Authorise Association payments where appropriate
3. Attend monthly Association Executive meetings and work as an effective member of the executive, and present financial statements to the executive
4. Attend and report to Association Council meetings and AGM and present financial statements
5. Provide financial advice and support to the Association Executive members regarding association matters

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6. Sight or authorise Association Executive members expense claims
7. Provide financial advice and support centre treasurers to manage centre funds effectively
8. Liaise with other executive team members to assist centre Treasurers where necessary
9. Run at least 2 workshops for centre Treasurers per year - 1 at the Centre Office Holders Evening and 1 prior to the end of the Financial Year to assist with year end reporting
10. Monitor centres financial performance and check for any anomalies, e.g. work with office administrators to review centres monthly financial statements
11. Contribute and report to an annual management plan based on the Association strategic plan
12. Prepare and present the annual budget for Wellington Playcentre Association administration
13. Liaise between Association, Federation treasurer, centres and accountant, Auditors and Bank Manager
14. Attend National Treasurers' meeting
15. Be a cheque signatory for Wellington Playcentre Association
16. Authorise internet banking payments
17. Process online payments for employee's wages where necessary
18. Attend administration team meetings
19. Draft and review financial policies and procedures
20. Encourage emergent leadership, and prepare handover to incoming office holder, including by reviewing the job description annually

Sources of support

- Association's accountant
- Association Executive
- Federation Treasurer
- Office Administrator
- Administration Team Members
- WPA Auditors

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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.
4. Organise bicultural events for Playcentre personnel as appropriate
5. Disseminate bicultural information to Playcentres

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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

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Centre Support Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council
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 the Centre Support Convenor's children
- Understands Playcentre philosophy and practice
- A background of strong involvement at Centre level
- Values parents as first teachers in a Playcentre setting
- Is prepared to continue training and participate in ongoing professional development
- Able to work co-operatively with Centre members and other members of the Association; liaising closely with Equipment and Property, Education and Bi-Cultural convenors

Essential skills and knowledge

- Has completed Course Three *Playcentre Sessions*
- Able to communicate effectively – orally and in writing

Goals

Be a:

- Support to Centre supporters.
- Coordinator and facilitator for Centre Supporters meetings
- Communicator between Association.

Duties and Responsibilities

1. Convene the Centre Support Team and be responsible for ensuring the team fulfils its responsibilities
2. Establish a good working relationship with Centre supporters
3. Ensure Centre Review forms are completed monthly
4. Follow up issues identified appropriately with Centre Supporter
5. Provide Centre Supporters with necessary support to enable them to meet centres' needs
6. Attend Association executive meetings and work as an effective member of the executive
7. Attend all Council Meetings
8. Organise 1 meeting per month for Centre Supporters
9. Be responsible for providing a written report to Executive, Council and AGM meetings
10. Ensure area meetings take place
11. Organise and attend centre support training workshops
12. Contribute and report to an annual management plan based on the

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Association strategic plan

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

Sources of Support

- Association President
- Association Treasurer
- Other Executive members
- Centre Supporters
- Office Administrators

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SPACE Convenor

Place of Work	Works from home
Responsible to	Association Executive and Association Council, SPACE NZ Trust, National SPACE Team WPA SPACE 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 SPACE convenor's children
- Understands Playcentre philosophy and practice and believes in the value of Playcentre
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level
- Values parents as first teachers in a Playcentre setting
- Has an interest in the SPACE programme
- Able to work co-operatively with the other members of Association and the team

Essential skills and knowledge

- Has completed Course Three Playcentre Sessions or is working on it
- Able to communicate effectively – orally and in writing
- Good organisational and administrative skills
- Some knowledge of the SPACE Quality Management System, Policies
- Some knowledge of the WPA Constitution, Policies and Procedures
- Some knowledge of the similarities and differences between centres

Goals

- Ensure effective delivery of SPACE within the requirements of the SPACE NZ Trust
- Be an active member of the SPACE team, supporting and advising other team members
- Be an effective member of the Association Executive

Duties and responsibilities

1. Convene the SPACE Team and be responsible for ensuring the team fulfils its responsibilities

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2. Provide advice and support to centres on SPACE matters
3. Share planning, facilitation and chairing of meetings
4. Undertake support, advice or liaison with other Association members as necessary
5. Contribute and report to an annual management plan based on the Association strategic plan
6. Develop annual budget and goals for SPACE team
7. Monitor and report to Council on ongoing spending within budget.
8. Responsible for the management of staff assigned to the SPACE team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development.
9. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually

Resources

- WPA constitution
- WPA Policies
- Association Information Book
- Lift-Off Manual
- Session Staff Kit
- SPACE QMS (not yet published)

Sources of Support

- SPACE Team members
- WPA President
- Other WPA Executive Members
- SPACE NZ Trust
- SPACE Session Staff

Key Accountabilities	Outcome / Success criteria
Provide leadership for the team	Members receive sufficient support and guidance to carry out their roles effectively
Plan, facilitate and chair meetings	Meetings are well organised and run so that people feel they can contribute to them
Ensure the development and management of the budget, strategic goals and objectives for SPACE	Playcentre funds are managed in a fiscally responsible way to achieve strategic goals and objectives
Develop and oversee implementation of strategic action plans for team	The team achieves goals and objectives set out in action plan

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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