

## Position Profile

### Senior Executive

Incorporating the President, Vice-President, Treasurer and Trainee Representative Portfolios.

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**Reporting to:** STONZ Executive Team

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**Status:** Part Time

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**Purpose:** The purpose of the Senior Executive portfolios is to uphold the mission, purpose and values of the union.

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#### Our Mission:

To build a collaborative community where all junior doctors are given the opportunity to complete their training without boundaries or limitation.

#### Our Vision:

To grow our collective voice in order to drive change and provide greater benefits that supports all junior doctors across New Zealand.

#### Our Values:

We advocate inclusion so that all junior doctors have an opportunity and voice when it comes to shaping our SECA.

We promote collaboration working closely with all parties with the aim to create outcomes and solutions that benefit and work for everyone.

We put training at the heart of our SECA to ensure that all junior doctors have the opportunity to develop their skills without compromise or limitation.

We strive to be progressive by looking at the long-term consequences and impact of every recommendation and decision that we make.

#### Preamble

Following approval of Constitution changes at the 2023 AGM, the elected senior executives now hold portfolios, rather than being elected (voted) into specific roles.

This recognition of the moving career and family commitments of the executive, allows for dynamic workload management of the executive portfolios, as needs and availability changes. This role flux also builds and enhances capability within the senior executive.

This position profile document covers all four senior executive portfolios, detailing the key responsibilities specific to each portfolio and the relationships, salary and performance aspects that are common across all portfolios.

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## 1 President / Vice-President Portfolios

**Purpose:** To ensuring that the STONZ Executive is effective in its task of setting and implementing the union’s direction and strategy. These roles are also responsible for ensuring the smooth functioning of the Executive Team and Support Team.

**Prerequisites:** President  
 Constitution clause 5.1 Note: a.  
 To hold the President profile, you must have held a senior executive role for a minimum of 6-months.

Vice-President  
 Constitution clause 5.1 Note: b.  
 To hold the vice-president portfolio you must have held another role within the executive committee for a minimum of 12months.

### Key Responsibilities

<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provide leadership to the STONZ Executive and wider team. The overarching role of the President/Vice-President is to provide leadership, they must be an effective strategist and a good networker.</li> <li>▪ The President/Vice-President also have overarching responsibility for the STONZ Support Team working alongside the Executive Director.</li> </ul>
<b>Oversight</b>	<ul style="list-style-type: none"> <li>▪ The President/Vice-President is responsible for making sure that STONZ is managed and run effectively and that matters are dealt with in an orderly, efficient manner.</li> <li>▪ Regularly review the union's performance.</li> <li>▪ The President/Vice-President must co-ordinate the STONZ team to ensure that appropriate policies and procedures are in place for the effective management of the union.</li> <li>▪ The President/Vice-President are responsible for the appointment of, and ongoing relationship with the Executive Director.</li> <li>▪ The Executive Director reports directly to the President/Vice-President.</li> </ul>
<b>Provide Support</b>	<ul style="list-style-type: none"> <li>▪ The President/Vice-President is responsible for supporting the Support Team when required, and in the absence of the Executive Director.</li> <li>▪ Provide clinical advice and input to the support team when and where required.</li> </ul>
<b>SNEF</b>	<ul style="list-style-type: none"> <li>▪ Represent the STONZ Executive on the National Engagement Forum, (Held 4-6x annually in Auckland or via zoom).</li> <li>▪ Ensure that STONZ agenda is clear and well supported.</li> </ul>
<b>AGM</b>	<ul style="list-style-type: none"> <li>▪ The President/Vice-President are responsible for making sure that each AGM is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.</li> <li>▪ The President/Vice-President is responsible for running the AGM including but not limited to:             <ul style="list-style-type: none"> <li>○ Referencing any action points from the previous year’s meeting.</li> <li>○ Providing an update on current committee members and their responsibilities</li> <li>○ Provide a Financial update alongside the Treasurer.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Any other matters that affect the entire organisation.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>▪ The President/Vice-President may from time to time be called upon to represent the organisation and sometimes be its spokesperson e.g., media, functions, court or meetings.</li> <li>▪ Some travel may be required to attend meetings, training and to meet with team members.</li> <li>▪ Where required represent STONZ at a local and national level, such as attending Te Whatu Ora and District meetings (both within and outside your specialty), present at District orientation's, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> <li>▪ As a member of the Senior Executive, representation at regional and National meetings will be required to represent STONZ and its wider membership.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Responsible for contributing the any decisions required by the Executive Team</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>▪ Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>▪ The President/Vice-President will take the central role in ensuring that negotiations are coordinated and lead in accordance with the Act, the constitution, and the unions best interests.</li> <li>▪ Attend and lead (with other senior executives) the negotiation process with key stakeholders.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Attend quarterly delegate meetings (via-zoom)</li> <li>▪ Attend monthly executive meetings (via zoom)</li> <li>▪ Respond to emails from the support team and/or other executive within 72 hours.</li> <li>▪ Support National Projects and take the lead where appropriate.</li> <li>▪ Contribute, actively participate in, and ultimately as a member of the senior executive take responsibility for decision making.</li> </ul>

All STONZ Executive Members are expected to uphold the STONZ philosophies, vision, and values. And must act in accordance with the STONZ Membership Policy and STONZ Constitution.

## 2 Treasurer Portfolio

**Purpose:** The Treasurer has a watchdog role over all aspects of financial management, working closely with other Executive members of the STONZ Management team and the STONZ Executive Director to safeguard the organisation's finances. The Treasurer is responsible for making recommendations to the wider executive team, and alongside the other senior executive team members is responsible for ensuring that STONZ finances are managed in a responsible and sustainable way.

**Prerequisites:** Constitution clause 5.1 Note: c.  
To hold to the Treasurer portfolio you must have held another role within the executive committee for at least 12-months noting exceptions will apply for candidates with the right skill set; an interview may be required before appointment to this role to ensure suitability due to this role's responsibilities.

### Key Responsibilities

<b>General Financial Management</b>	<ul style="list-style-type: none"> <li>▪ The Treasurer must have a basic understanding of accounting and a working knowledge of the laws governing STONZ operation.</li> <li>▪ Responsible for ensuring STONZ complies with tax regulations, such as GST and PAYE.</li> <li>▪ Working alongside the STONZ Accountant and Auditors to ensure financial operations are being completed in a timely and an appropriate manner.</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>▪ Responsible for overseeing that there is up-to-date record keeping as well as an audit trail for all transactions.</li> <li>▪ Responsible for ensuring that the right measure and policies are in place to protect the organisation against fraud and theft, ensuring that there are processes in place for the safe custody of money, and prompt banking.</li> <li>▪ Review all internal processes and reporting methods at least annually.</li> <li>▪ Work with the Executive Director to meet the requirements of the external auditors on an annual basis.</li> </ul>
<b>Financial planning and budgeting</b>	<ul style="list-style-type: none"> <li>▪ Responsible for overseeing the development of the Annual Operating Budget and financial forecasts.</li> <li>▪ Ensure that the wider Executive Team understands its financial obligations.</li> </ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>▪ Prepare and present the Annual Finance Reports including Profit and Loss and forecast at the AGM.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>▪ To support the President/Vice-President in ensuring the smooth functioning of the Executive Team.</li> <li>▪ To support the wider STONZ membership.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>▪ Where required represent STONZ at a local and national level, such as attending District meetings (both within and outside your specialty), present at District orientation's, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ As a member of the Senior Executive, representation at regional and National meetings will be required to represent STONZ and its wider membership.</li> <li>▪ STONZ representation to media and or similar channels may be required.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Responsible for contributing the any decisions required by the Executive Team</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>▪ Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>▪ Take a lead role in conjunction with the Executive Director in regard to the planning and coordination of any SECA negotiations.</li> <li>▪ Attend and lead (with other senior executives) the negotiation process with key stakeholders.</li> </ul>

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### 3 Training Representative Portfolio

**Purpose:** To promote the ‘Trainee’ voice and ensure that the interests of advanced trainees are represented and understood at an Executive level.  
This role is also part of the Senior Executive team which means an additional level of responsibility and decision making.

**Prerequisites:** Constitution clause 5.1 Note: d.  
To hold the Training Representative portfolio, you must be a trainee of a recognised Australasian Training Programme.

#### Key Responsibilities

<b>Link to Colleges</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the Executive Team are abreast of any significant changes to Colleges/Training that may impact the wider membership.</li> <li>▪ Attend the NZMA DiTC meetings as the STONZ representative.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provides leadership across the delegate network and to more junior members.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>▪ Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive Team and the advanced trainees.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>▪ To support the President/Vice-President in ensuring the smooth functioning of the Executive Team.</li> <li>▪ To support the wider STONZ membership.</li> <li>▪ A part of the senior executive, this role is also responsible for supporting the Support Team when required, and in the absence of the Executive Director.</li> <li>▪ Provide clinical advice and input to the support team where required.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>▪ Where required represent STONZ at a local and national level, such as attending District meetings (both within and outside your specialty), present at District orientation’s, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> <li>▪ As a member of the Senior Executive, representation at regional and National meetings will be required to represent STONZ and its wider membership.</li> <li>▪ STONZ representation to media and or similar channels may be required.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Responsible for contributing the any decisions required by the Executive Team.</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>▪ Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>▪ Take a lead role in conjunction with the Executive Director in regard to the planning and coordination of any SECA negotiations.</li> <li>▪ Attend and lead (with other senior executives) the negotiation process with key stakeholders.</li> </ul>

<b>Other Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Attend the SNEF (held 4-6x annually in Auckland or via zoom)</li><li>▪ Attend quarterly delegate meetings (via-zoom)</li><li>▪ Attend monthly executive meetings (via zoom)</li><li>▪ Attend and support with the coordination of the AGM.</li><li>▪ Respond to emails from the support team and/or other executive withing 72 hours.</li><li>▪ Support National Projects and take the lead where appropriate.</li><li>▪ Contribute, actively participate in and ultimately as a member of the senior executive take responsibility for decision making.</li></ul>
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## 4 Relationships – All Senior Portfolios

### Internal

Key points of contact	Nature of the contact
Executive Team Executive Director Support Team Delegates	Email, phone call, and face to face Consultation/Reporting

### External

Key points of contact	Nature of the contact
Members/RMOs	<ul style="list-style-type: none"> <li>▪ Membership care &amp; Advocacy</li> </ul>
Agencies and Consultants	<ul style="list-style-type: none"> <li>▪ Liaise with regarding services</li> </ul>
Te Whatu Ora and District Representatives	<ul style="list-style-type: none"> <li>▪ Bargaining</li> <li>▪ Collaborate with and foster productive working relationships</li> <li>▪ Attend meetings/actively engage</li> </ul>
Banks, Insurance and Financial Institutions <i>(Treasurer Portfolio only)</i>	<ul style="list-style-type: none"> <li>▪ Liaise with regarding services</li> </ul>

## 5 Salary – All Senior Portfolios

As a STONZ Executive team member/company director you will receive an annual stipend of \$15,000 per annum (paid quarterly) as an acknowledgement of the work & responsibility that this role requires. You will also receive the below:

- Quarterly allowance of \$240 (gross) to account for home internet use
  - STONZ Monthly Mobile Phone Plan
  - Annual STONZ Membership (if applicable)
  - Reimbursement of reasonable travel and related expenses as per the STONZ Policy when travelling for STONZ related business only
  - Directors and Officers Liability Insurance
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## 6 Performance – All Senior Portfolios

### Key Deliverables

Working with other members of the Senior Executive and the Executive Director, key deliverables may include but are not limited to:

- Strategic Plan: periodic review of the strategic plan of the Union. Enacting the strategic plan through the provision of clear direction to the Executive Director, Support Team and Delegates, alongside monitoring of activities to ensure alignment.
- Management: of the Union's day-to-day business of member support and advocacy.
- Management: of the Support team and any recruitment and/or performance management as required.
- Management: of the Union's financial affairs in conjunction with the team member holding the Treasurer portfolio.
- Negotiations: successful conclusion of negotiation rounds that deliver term-on-term improvements in RMO employment and working conditions.
- Relationships: building and maintaining high functioning relationships with Te Whatu Ora, Colleges, Delegates and other relevant parties.

Performance will be reviewed annually, taking into consideration the key responsibilities and deliverables.

Senior Executives may hold portfolios that sit under the Junior Executive where appropriate if required and agreed by the majority of the Executive team.

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