

## **Multiple Sclerosis New Zealand – Co-opted Committee Member with Fundraising and Partnership Expertise – Position Description**

Multiple Sclerosis NZ (MSNZ) delivers advocacy, information, awareness, and education so people living with MS can independently live their best lives.

We do this by collaborating with member organisations to provide a voice for people with Multiple Sclerosis (PwMS), their families and carers through leadership, advocacy, communication, and national and international collaboration.

MSNZ has 18 Regional Society members providing community-based support services to those diagnosed with MS, as well as their families and carers.

### **The Position and term**

The National Committee has the authority to co-opt members who can provide required skills or expertise. Co-opted members shall be appointed for such terms as the National Committee may determine appropriate. The Committee intend to co-opt at this time until the 2024 AGM, at which time the person may stand to be an Independent Member if a vacancy is available.

They shall have voting rights at meetings of the National Committee, but not at General Meetings. The position continues until such time as the co-opted period terminates, or they are nominated for and elected as an Independent Member at an AGM before their termination date.

### **Our Vision and Mission**

MSNZs vision is to be the National Leader for Service Excellence in Multiple Sclerosis. To achieve this vision, our mission over the next 3 years is to coordinate and lead the advances in best practice MS care. We endeavour to do this by working with our 18 regional MS societies providing community-based services.

The National Committee is excited to be responsible for the future of the organisation. We are fully committed to modelling, leading, and servicing excellence. We want to know in ten years that we set a path, and delivered, a national service, and a national centre, which is accessible and valued by all who are touched by MS – from clinicians, to PwMS, and their carers, families and whānau.

We are looking for someone to join us in this shared vision taking us into the future.

### **The role and commitments**

To be a member of the Executive Committee of MSNZ is an exciting and fulfilling role. We want to involve members with a diverse range of backgrounds, experience, and skill sets. The role of an Executive Committee Member is to ensure that MSNZ fulfils its duty to its members and delivers on our vision, mission, and values.

Committee Members are jointly and severally responsible for the overall governance and strategic direction of the Society. This includes its financial health, the probity of its activities. We also seek to develop the Society's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines.

A Committee Member should also be aware of, and understand, their individual and collective responsibilities. He or she should not be overly reliant on one or more individual Committee Members in any aspect of the governance of the Society.

### **Meeting legal requirements**

The Committee member's first duty is to MSNZ (the Society). In meeting this duty, they must ensure that all legal requirements under the relevant Acts are met and that the entity is protected from harm.

While the Committee member's paramount responsibility is to MSNZ, they also need to consider the interests and needs of our 18 Regional Society members, and the wider MS community. MSNZ's role is to ensure the available resources are used to deliver the 'right outcomes' to the 'right people' in the 'right way'.

### **The successful appointee will work with the President and other Committee Members to:**

- Set and monitor the Society's mission, purpose, direction, priorities, and strategies.
- Actively involve key stakeholders and maintain a positive relationship.
- Specify key outcomes and priorities, ensuring there are adequate resources (people and finances) to achieve these.
- Be accountable for the management of the Society's finances and stewardship of assets.
- Appoint and support the National Manager.
- Identify and evaluate the Society's risks and monitor organisational risk management.
- Develop and maintain policies that allow the Society to best serve its stakeholders.
- Ensure the Society complies with statutory and contractual requirements.
- Monitor the Society's services and performance.
- Regularly scan the environment in which the Society operates to ensure goals remain relevant and achievable.
- Report, at least annually, to stakeholders and contracting agencies.
- Set standards for and evaluate its own governance performance.
- Maintain a Committee member succession plan.

### **Time commitment:**

4-6 Committee meetings per year (in-person and virtual). Additional meetings may be required. Approximately 10 hours per month.

A 2-day Members Conference is held annually which Executive Committee Members are encouraged attend.

### **Meetings and Reimbursements**

This is a volunteer role.

Costs relating to travel are funded by MSNZ. Accommodation costs will be provided if required for MSNZ purposes.

Subcommittee meetings are held in-between all Committee Meetings and frequency varies depending on the project or purpose. Subcommittee meetings are held virtually.