

Role Descriptions - for positions on the Hamilton Pride Incorporated Executive Committee

If you wish to apply for one of the aforementioned roles please email info@hamiltonpride.co.nz nominating yourself, and find a seconder to also email nominating you for the role. You will also need to attend the AGM and be voted in.

Please also remember the great thing about being involved with Hamilton Pride is that you can commit to as much as you're willing to take on. If you want to see something happen or be involved all you need to do is show up to the meetings and volunteer.

Existing Roles

Chairperson

Role description

The chairperson must ensure that the executive committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. The chairperson is ultimately responsible for ensuring that the visions of the community are realised. The chairperson should do everything in their power to ensure the ongoing success of the society.

For Hamilton Pride specifically the chairperson is responsible for organising, writing the agenda and hosting a meeting once a month. The chairperson is responsible for organising the pride week festival once a year. The chairperson is also responsible for other events throughout the year.

Important Skills

- Leadership
- Organisation
- Communication
- Integrity
- Ability to delegate
- Conflict management

Secretary

Role description

The role of the secretary is to support the chairperson in ensuring the smooth functioning of the executive committee. In summary, the secretary is responsible for: ensuring meetings are effectively organised and minuted, maintaining effective records and administration.

For Hamilton Pride specifically the secretary is responsible for sending out the agenda for the monthly meetings, taking minutes, all communications through the email and other online portals as well as setting up events online. This year we will be looking at the role taking on jobs such as website maintenance and creating email newsletters.

Important Skills

- Computer Literacy
- Initiative
- Communication
- Reliability
- Punctuality

Treasurer

Role description

The treasurer has a watchdog role over all aspects of financial management, working closely with other members of the executive committee to safeguard the organisation's finances. In summary, the treasurer is responsible for: general financial oversight, funding, fundraising and sales.

For Hamilton Pride specifically this means applying for funding applications, managing the budget for the pride week festival and other events. It includes a lot of record keeping and writing a financial report at the end of the year.

Important Skills

- Financial Literacy
- Honesty and integrity
- Initiative
- Communication
- Reliability

Preferred skills

- Experience with funding applications
- Experience with invoices
- Experience with accounts/taxes/ legislation for community groups.

Roles to be established at the AGM

The past year I have noticed that Hamilton has two main areas where we could improve. Firstly we need to communicate more with the other groups within the greater Waikato. Secondly we need to be more organised with planning events. I have purposed these two roles to help address these issues. I also hope that by expanding the executive team to five people we will have improved capacity to meet the expectations of our community.

Community Liaison

Role description

The community liaison has an overview role of all LGBTQIA* goings on in the Waikato. They will be required to work closely with other LGBTQIA* groups and members of the community to facilitate events and ensure communication. In summary, the community liaison will be tasked with creating and maintaining a network that ensures groups within the Waikato support each other and are working together when possible.

Important Skills

- Initiative
- Communication
- Reliability

- Conflict management
- Organisational skills

Event Support

Role description

The event support role will be tasked with assisting the executive team with events. The event support person will be help with organising events throughout the year, supporting other groups who have asked for HPI assistance and supporting community members who wish to run events. This role is essential for organising the pride week festival.

Important Skills

- Initiative
- Communication
- Reliability
- Creativity
- Organisational skills