

Position Description

Role Title	Executive Committee Member
Purpose	<p>To support the empowerment of people and their whānau living with Multiple Sclerosis and Associated Conditions (MSAC) to participate actively in their community in ways that are meaningful to them through:</p> <ul style="list-style-type: none"> ● Looking forward - Engaging in strategic thinking to effectively design a responsive future for OMSS service delivery, operations and governance ● Looking back - Being reflective of, and accountable for, OMSS' service, operational and governance performance ● Looking out - Representing OMSS in the wider Otago and New Zealand communities and developing and maintaining positive and effective relationships with key stakeholders ● Looking in - Being a good employer
Reports to	<ul style="list-style-type: none"> ● OMSS President and Vice-President ● OMSS members
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> ● President and Vice-President of OMSS ● Members of the Executive Committee of OMSS <p>External:</p> <ul style="list-style-type: none"> ● OMSS members and clients ● Organisations support people with associated conditions

Key Responsibilities	Deliverables	Outcomes
Vision & Leadership	Work with Executive Committee members and other appropriate stakeholders to review and develop agreed Vision, Mission, Values and long-term strategic plans	A clear organisation direction for OMSS
	Where relevant and appropriate, contribute to the implementation of strategic goals	
	Participate in monitoring progress on the strategic plans; and when appropriate reviewing, responding and reformulating strategic goals.	
Accountability and Legal Liability	Monitor the activities of OMSS by reading and reflecting on the Field Officer, Administration, Financial and any other reports tabled at the Executive Committee meetings	A thorough understanding of operational and financial

Position Description

Otago	Contribute to constructive discussion about the reports and the activities or issues they describe.	performance of OMSS
	Ensure compliance with all relevant legal and regulatory requirements	Legally compliant practices
	Monitor risk and hazard identification and management practice	Safe, compliant and resilient operations
Financial Management	Ensure OMSS financial accounts, payroll and reporting is properly managed	Accurate, timely, transparent and compliant financial management
	Ensure OMSS services are adequately resourced	Sustainability of continuous service delivery in support of OMSS' mission
	Monitor the status of OMSS capital investments. Take appropriate financial advice if any investment decisions are to be made	
	Oversee the preparation and submission of appropriate grant funding applications	
Policy Development & Review	Participate in overseeing the development of relevant policies to guide and direct operational and governance practice for OMSS	Relevant and up-to-date policies to guide effective, efficient and legally compliant operational and governance practice
	Contribute to the regular review and approval of OMSS policies	
Executive Committee Tasks	Prepare for the monthly Executive Committee meetings by receiving, reading and reflecting on the documents tabled for the meetings	Efficient and effective Executive Committee operation
	Attend the Executive Committee zoom meetings	
	Undertake any specific actions from the meetings in a timely and conscientious manner	
	Prepare for and attend any sub-committee meetings, as agreed or relevant	
Relationships & Engagement	Work hard to maintain a positive, productive and collaborative working relationship with all members of the Executive Committee	Collaborative and effective working relationships amongst the committee
	Contribute to the collective identification of issues and	

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<p>Otago</p>	<p>solutions to problems through forward thinking, creativity and innovation</p>	
<p>Governance capability & training</p>	<p>Attend OMSS Executive Committee governance training sessions</p>	<p>A capable and appropriately skilled Executive Committee</p>
	<p>Identify individual training needs and source help to access resources to address knowledge gaps</p>	