

	Federated Mountain Clubs
	Job Description
	Executive Officer

The responsibilities and tasks of the Executive Officer will overlap with responsibilities and tasks of the FMC President and Executive. It is expected that the allocation of tasks from time to time will vary depending on the particular strengths of the Executive Officer, President, and Executive members.

The Executive Officer will:

Contribute to the cohesive and good-spirited functioning of the FMC Executive and wider team.

Ensure the efficient operation of the membership and finance systems, Executive, small-group, and tele-conference meetings, and the planning and policy processes.

Support and serve the FMC Executive, including by maintaining institutional knowledge systems and providing FMC initiation and background material.

Supervise and ensure the quality of work undertaken by the Administrator, the Communications and Development Officer and other staff, and volunteers and contractors engaged by FMC is at the standard expected by the FMC Executive.

Build relationships with and respond to queries from affiliated clubs and individual supporters and our wider outdoors community and sector.

In consultation with the President and Executive share the creation of or leading of proactive projects in accordance with FMC's strategic plan and executive-approved projects.

Identify, communicate, and ensure an appropriate response to issues that affect FMC's interests as outlined in FMC's strategic plan and executive-approved projects.

Provide material as appropriate to staff employed to manage social media and websites.

Communication: Executive officer should be available to answer phone calls during standard business hours most days (Mon to Fri) and deal with emails within 24 hours.

Reporting to: FMC President.

Employment Matters: FMC Nominee or President.

Place of work: Home or other location as mutually agreed.

Executive Meetings: Attendance at all Executive meetings and may be required at meetings of subcommittees or regional groups.

Hardware Supplied: To be discussed with the appointee

Skill Set: Knowledge of and a passion for the New Zealand outdoor community.
Ability to work positively with a range of people and groups.

Ability to offer new ideas to improve how FMC operates and relates to the wider community.

Ability to write clearly and to think creatively.

Knowledge of basic Xero procedures and good accounting practices with regard to payments.

A basic understanding of GST.

Ability and willingness to initiate self-directed learning about existing and new software.

Confidence and initiative in the use of software, including but not exclusively MS Word and Excel and the ability to transform data in a database to reports.

RESPONSIBILITY	TASKS
<p>This list of tasks will vary from time to time depending on the particular strengths of the Executive Officer, President and Executive members. It is agreed that some of these tasks may be assigned for a defined period to a member of the Executive. Such assignment should be recorded in the minutes of an Executive or Admin Committee meeting.</p>	
<p>Advocacy</p>	<ul style="list-style-type: none"> • Monitor, receive, and distribute Department of Conservation material. • Maintain an awareness of consultations and management plans currently being reviewed by DOC. • Alert Executive to issues affecting FMC interests arising from anywhere in NZ. • Assist Executive members with the preparation of submissions and correspondence as required, always bearing in mind that the final sign off of a submission or correspondence is determined by the President. • Liaise with DOC staff around New Zealand. • Monitor land status issues and report to the Executive. • Monitor access issues and report to the Executive. • Liaise with other NGOs.
<p>Communication</p>	<ul style="list-style-type: none"> • Maintain a general overview of FMC's communications including online presence. • Liaise with FMC communications officer on specific tasks. • Assist the President with media releases and be available for enquiries during 'campaign periods'. • Provide general news items to staff responsible for Facebook, websites, and newsletter. • Provide general news items to clubs. • Prepare information for circulation to clubs (other than sub invoicing).

Executive and Governance	<ul style="list-style-type: none"> • Prepare agenda and follow up of papers to be prepared. • Liaise with Administrator regarding the administration of Executive meetings and General Meetings. • Take minutes of Administration Committee meetings. • Monitor with President and Vice President the follow up of actions and policies determined by the Executive. • Monitor the process of employment /contract reviews for people engaged by FMC. • Be familiar with the Constitution and all Policies and Procedures of FMC. • Provide formal returns to Government agencies.
Finance	<ul style="list-style-type: none"> • Maintain a strategic and operational focus on FMC financial matters. • Approve all invoices for payment and checking accuracy of claims, documentation, and adherence to FMC policy. • Authorise payment transactions at BNZ (2nd authoriser to be an Executive member). • Advise Financial Controller of any salary changes for employees. • Prepare monthly financial reports for the Administration Committee.
Promotions	Liaise with communications officer and development over FMC publicity in accordance with the FMC media strategy.
Administrator	Monitor and liaise with the Administrator as required on all matters associated with the Administrator's work.
Media relations	Liaise with the President or his/her nominee in regard to the management of media releases always bearing in mind that all media releases must be in the name of the President, Vice-President, or alternative Executive member approved by the President in advance.

Salary range - \$31,000

0.4 FTE - about 16 hours per week.