

Job Descriptions for National Executive and Committee:

President:

- Spokesperson for the association
- Coordinates meetings of the Executive
- Furthers interests of NAME with relevant stakeholders (eg the Ministry, NZQA, media community)
- Communicates with the community
- Provides an annual report for the AGM

Secretary:

- Takes meeting minutes for Executive meetings
- Contact person for the association
- Deals with incoming correspondence
- Provides general correspondence to the Media community (list serve, facebook)
- Liaises with the Treasurer regarding member information

Treasurer

- Maintains the association's finances
- Manages the membership registration process, including generating invoices.
- Liaises with the secretary regarding member information.
- Reports to the Executive at meetings

Regional Coordinator:

- Liaison between the Executive and Regional Representatives
- Communicates information from the regional groups and representatives to the Executive
- Feeds back to regional representatives information from the Executive
- Supports regional representatives in a general manner with organising regional meetings and professional learning opportunities

Regional Representative

- Communicates with the Regional Coordinator regarding news and information from the regions as well as specific support needed
- Creates opportunities for their specific region to meet.
- Works with the teachers in their regions to create professional learning opportunities

Tertiary Liaison *

- Contact person between NAME and tertiary providers
- Communicates information from tertiary providers to the Executive and media community
- Develops relationships between NAME and specific media tertiary providers to further develop media studies as a subject and the advocacy of NAME.

Social Media Coordinator *

- Manages NAME's social media platforms
- Liaises with the Secretary regarding communication to the community via social media
- Develops and implements social media strategies to foster professional online forums and relationships.

*Please note, as these are new positions, the new Executive committee may refine these positions further.