

NEW ZEALAND GEOGRAPHICAL SOCIETY

EXECUTIVE COMMITTEE: POSITION DESCRIPTIONS

I. Elected by members of the Society

President

The President has normally served as Vice-President for two years before becoming President, and as the Society's leader has the following responsibilities

- finalise meeting agendas with the Secretary, Chair the monthly Executive and the annual Council and Annual General Meetings, and report discussions and decisions to the Executive
- maintain broad oversight of the Society's finances, and work with the Treasurer to resolve any issues that might arise
- ensure that the Society's current policies and Constitution are comprehensive
- liaise with heads of university geography departments or programmes to encourage discussion and resolution of matters relating to the place of geography in the country's universities
- enhance communications with the relevant government agencies
- encourage branches to offer programmes of interest to local members
- work with the New Zealand Board of Geography Teachers to strengthen the study of geography in New Zealand high schools and colleges, including through competitions, debates and participation in international forums.

In addition, the President, in conjunction with the Vice-President, Past-President and Secretary, reviews nominations from Branches and individuals for the Society's annual awards, and informs the Council of that group's recommendations.

Vice-President

The prime role of the Vice-President is to support and assist the President. The Vice-President will normally serve for two years before becoming President, and has the following responsibilities

- participate in monthly meetings of the Executive, and take the Chair when the President is unable to attend
- maintain oversight of the NZGS Fellowship programme
- attend the Council and Annual General Meetings, and Chair them when the President is absent
- attend the Annual General Meeting of the New Zealand Board of Geography Teachers and report back to the next meeting of the Executive
- play an active role in sub-committees of the Executive, including the Awards Sub-committee, and take the Chair in the absence of the President
- deal with any business matters delegated by the President
- foster links between the Executive Committee and the Branches.

Past-President

Normally, the Past-President will have served two years as Vice-President and another two years as President. The Past-President's prime roles are to support the President and Vice-President, attract new and retain current subscribers, and serve on the Awards Sub-committee.

Secretary

The Secretary has three specific areas and one diverse area of responsibility. For the Executive Committee, the Secretary

- organises meeting times and reserves venues
- consults the President on the agenda for each meeting
- takes minutes

- makes documents available to members.

For the annual Council meeting, the Secretary

- organises the venue and catering
- consults the President on the agenda and calls for Branch representatives
- collates and circulates copies of reports from members of the Executive and Branches
- calls for nominations for the Society's awards
- works with other members of the Awards Sub-committee, and presents that group's recommendations to the Council
- takes the minutes.

For the Annual General Meeting, the Secretary

- consults the President about the date, venue and agenda, and informs the Information Officer
- organises venue and catering
- assembles the list of awardees and invites them to attend the meeting to receive their awards
- takes minutes and follows-up decisions taken at the meeting
- consults with the President and the Information Officer about press releases.

The Secretary is also responsible for

- dealing with inquiries from individuals and organisations
- maintaining the NZGS and NZBoGT mailing lists
- updating folders in the Society's drop-box
- assisting with the organisation of meetings of Heads of Geography Departments / Programmes
- consulting the Treasurer about invoices received, payments for meeting venues and issues relating to membership of the Society.

Treasurer

[details awaited]

II. Elected by members of the *New Zealand Board of Geography Teachers*

Chair, *New Zealand Board of Geography Teachers*

The prime responsibility of the Chair of NZBoGT is to develop a strategic plan for the Board and oversees its implementation. To that end, the Chair

- organises and chairs the Board's Annual General Meeting and any special meetings;
- arranges access grid meetings when required
- represents the Board at monthly meetings of the NZGS Executive and the Society's AGM, and presents written reports to each
- liaises between geography teachers and both the Ministry of Education and the New Zealand Qualifications Authority
- ensures independent checking of any responses by Board members to formal requests for responses to major policy statements, proposed revisions of the curriculum, and examination surveys
- drafts quarterly reports for publication in *The Network*
- prepares the annual budget for discussion at the Board's Annual General Meeting
- maintains oversight of expenditures and contracts
- works closely with the NZGS Treasurer and Administration Officer
- ensures that the Board's portfolio holders continue to meet their responsibilities.

III. Appointed by the Executive Committee

Managing Editor and Chair of the Editorial Board, the *New Zealand Geographer*

The Managing Editor is appointed in the first instance for a term of four years, and has the following responsibilities

- in collaboration with Editorial and Production staff of Wiley-Blackwell in Melbourne, manage production of the three issues in each volume of the *New Zealand Geographer*
- recommend to the Executive the appointment of three Section Editors (Human Geography, Physical Geography and Reviews), and work with those individuals to attract items for publication and ensure continuing high academic and professional standards
- consult members of the International Advisory Board on ways to enhance the academic standing of the *New Zealand Geographer*
- present quarterly or more frequent oral reports to the Executive
- present written and spoken reports to the Council and Annual General Meetings.

Website Manager/Information Officer

The Website Manager/ Information Officer coordinates information flows between the members. This Officer's prime responsibilities include

- developing and maintaining the Society's website and lists of e-mail addresses
- publicising the Society's activities
- working with the Secretary to implement and manage external relationships signalled in the Society's strategic plan
- reporting quarterly or more frequently to the Executive
- submitting reports to the Council and the Annual General Meetings.

International Geographical Union Officer

The IGU Officer receives and responds to inquiries and information from the Secretariat of the International Geographical Union and the Royal Society of New Zealand, the latter in his/her capacity as the National Delegate for Geography. The Officer reports on these and other relevant matters at monthly meetings of the Executive, and leads discussion on any financial matters that might arise. The IGU Officer normally represents the Society at meetings of the IGU and, where appropriate or required, submits written reports to the Royal Society of New Zealand, the Council and the Annual General Meeting.

Membership Officer

[details awaited]

Co-opted member

Lex Chalmers has represented New Zealand geographers at six regional meetings of the International Geographical Union and was recently appointed National Delegate for the United Nations International Year of Global Understanding (2016). Besides supporting the activities of the New Zealand Board of Geography Teachers, he has been closely involved with the Science Olympiad NZ and the international Geography Olympiad, the latter with support from the Royal Society of New Zealand. He is currently Co-chair of the IGU Olympiad Task Force, has visited three venues before scheduled congresses (Japan 2013, Poland 2014, China 2016) and will soon visit Europe where the next Geography Olympiad will be held.

Co-opted member

Peter Holland was co-opted to assist the Executive revise its constitution. To that end, he has participated in monthly meetings of the Executive, presented drafts of, and made amendments to, the constitution and requested new material for that document. In addition, he has judged the annual essay competition for high school geography students 2010.

IV. Other appointments

University Academic Teachers Liaison Officer

[details awaited]

Postgraduate Student Representatives (two positions)

The two Postgraduate Student Representatives are appointed by postgraduate geography students in the country's eight universities, and their responsibilities are to cultivate links between the New Zealand Geographical Society and the Postgraduate Student Network, and contribute a postgraduate student perspective to the Executive's business. As representatives of postgraduate geography students throughout New Zealand, they organise and lead 'webinars', negotiate funding from the Society for students to participate in national and international conferences and workshops, and play a leadership role in the Aotearoa - New Zealand geography community.

10 June 2014