

# Living Streets Aotearoa Executive Council Role Description

**Role Title:** Council Member

## **Purpose of Role**

- Ensure appropriate and responsible management of Living Streets Aotearoa
- Contribute to or lead work that implements the Strategic Plan

## **Key Tasks**

- Attend monthly Executive Council meetings
- Work with other members of the Executive Council to:
  - Carry out any motions approved at General Meetings
  - Develop policy and position statements
  - Ensure the organisation acts in accordance with its constitution and with the Incorporated Societies Act 2022
  - Carry out or supervise all other aspects of the Society's affairs except those carried out by Branches.
  - Contribute to or lead work aimed at achieving aspects of the Strategic Plan
  - Support the work of named office holders

## **Skills and experience required**

### Essential

- Commitment to the vision and mission of Living Streets Aotearoa

### Preferred

- Experience in a governance role in a not for profit organisation
- Good oral and written communication skills

## **Commitment Required**

- Monthly attendance at Executive Council meetings (1-2 hours, online)
- 2 hours per week reading/preparing papers and contributing to working groups
- 2-3 hours per week leading or contributing to strategic activity (e.g. campaign or project)

- Attendance once a year at a face-to-face weekend (usually in Wellington. Travel, accommodation and subsistence expenses paid)

**Resources Required**

- Computer and internet access
- Google Drive access