

Role Description - SLANZA President-Elect

Role

To provide leadership of the National Executive supporting the current President in accordance with the Constitution, Vision and Mission Statement of SLANZA.

The President-Elect of the School Library Association of New Zealand Aotearoa (SLANZA) serves as a key leadership figure, nominated by members for a term of up to one year to support the current Manukura President, collaborate with the National Executive, and prepare for a seamless transition into the role of President. They are committed to upholding SLANZA's core values and mission, contributing to ongoing projects, mentoring new National Executive members, and supporting the development of resources and policies that enhance the role of libraries within Aotearoa New Zealand's educational landscape. Through these efforts, the President-Elect ensures continuity in leadership and organisational progress.

The purpose of a President-Elect is to ensure consistency when the term of the current President ends, and so the responsibility of the President-Elect is to familiarise themselves with the workings of SLANZA and the people and organisations involved. They will also work on responsibilities delegated to them by National Executive and deputise for the President during any absence. They should work closely with the President to establish a constructive relationship, share responsibilities and act as a substitute for the President whenever required.

Desired skills and attributes

These skills and attributes are essential for supporting SLANZA's leadership, advancing its mission, and contributing to the organisation's success in Aotearoa New Zealand's educational landscape.

- **Leadership Skills**
 - *Demonstrated leadership abilities, with a capacity to inspire, guide, and work collaboratively with the National Executive and SLANZA members to achieve organisational goals.*
- **Act as a Positive, Supportive, and Collaborative Team Member**
 - *Foster a respectful and encouraging environment within the National Executive by contributing constructively and supporting the ideas and initiatives of team members.*
- **Understanding of and Commitment to SLANZA's Vision and Mission**
 - *A strong belief in SLANZA's goals of supporting school libraries and promoting educational equity, with a commitment to advancing SLANZA's core values and strategic objectives.*
- **Experience in Governance of an Organization (willingness to learn)**
 - *Prior experience in organisational governance, understanding board responsibilities, and familiarity with best practices in policy and decision-making processes.*

- **Ability to Commit a Minimum of 5 Hours per Week**
 - *Availability to dedicate at least 5 hours weekly to fulfilling the responsibilities of the role, ensuring consistent engagement and contribution.*
- **Effective Communication and Presentation Skills**
 - *Skilled in conveying ideas clearly and professionally, both in written and verbal formats, to engage diverse audiences and effectively represent SLANZA's interests.*
- **Strategic Thinking and Vision**
 - *Ability to understand and contribute to SLANZA's strategic direction, anticipating future needs, challenges, and opportunities for the organization.*
- **Dependability and Accountability**
 - *Consistent reliability in fulfilling responsibilities, coupled with a strong sense of accountability to SLANZA's members and governance structures.*
- **Organizational and Project Management Skills**
 - *Skilled at organising and managing tasks, keeping ongoing projects on track, and meeting organizational goals.*
- **Mentorship and Supportive Approach**
 - *Ability to mentor new National Executive members, offering guidance and fostering a supportive team environment.*
- **Conflict Resolution and Problem-Solving Skills**
 - *Capable of addressing challenges constructively and collaboratively, finding solutions that align with SLANZA's mission and values.*
- **Ability to Network and Build Relationships**
 - *Strong networking skills, with the ability to foster connections with business members, national and international organisations, and other relevant stakeholders to enhance SLANZA's influence and reach.*
- **Prior Experience with SLANZA or Similar Organisations (Preferred)**
 - *Familiarity with SLANZA's operations or experience in a similar organisation is beneficial to understanding the specific context and challenges faced by school libraries in Aotearoa New Zealand.*

Responsibilities

This role requires dedication to the growth of SLANZA and school libraries, a collaborative spirit, and commitment to supporting the vision and mission of SLANZA in Aotearoa New Zealand's educational landscape.

1. Support Current Manukura President

Assist the President in fulfilling their duties, providing leadership and input where needed to support the organisation's objectives and initiatives.

2. Chair National Executive Meetings in the President's Absence

Lead and facilitate National Executive meetings when the President is unavailable.

3. Continue Existing Teamwork and Projects

Collaborate effectively with the National Executive and relevant committees to maintain momentum on current projects and initiatives, ensuring consistency and progress.

4. Serve as a Sounding Board to the President

Offer insight, advice, and feedback to the President on key decisions, helping to evaluate ideas, concerns, and strategies to best serve SLANZA.

5. Provide Input as Part of Consultation

Contribute perspectives and recommendations when consulted by the President or Executive team, especially in relation to strategic and operational decisions.

6. Manage Transition of Relationships with Other Organizations

Work with the President to ensure a seamless transition of responsibilities and relationships with partner organisations, so that all stakeholders experience a consistent and smooth hand-over.

7. Fulfill the Responsibilities Expected of National Executive Members

Participate fully in all National Executive responsibilities, including attendance at meetings, representing SLANZA at events, contributing to discussions, and supporting SLANZA's objectives and initiatives.

8. Mentor New National Executive (NE) Members

Provide guidance and support to new NE members, helping them to understand their roles, responsibilities, and SLANZA's organizational culture to facilitate their successful integration into the team.

Executive Limits

These limits are in place in accordance with our constitutional and policies, to ensure a balanced and collaborative leadership approach while preserving the integrity of SLANZA's organisational structure and strategic direction.

- **Decision-Making Authority on Policy**
 - *The President-Elect cannot make or change SLANZA policies independently; all decisions must be discussed and approved by the National Executive team.*
- **Representing SLANZA Publicly**
 - *The President-Elect may not publicly represent SLANZA or speak on behalf of the organisation without prior consultation and agreement from the National Executive.*
- **Financial Authority Beyond Approved Budgets**
 - *The President-Elect cannot approve or allocate SLANZA funds beyond established budget limits or without the approval of the National Executive.*
- **Restricted Access to Confidential Information**
 - *Access to certain sensitive or confidential information, especially regarding personnel matters or contractual agreements, is limited and must be granted by the President or authorized Executive members.*

- **Partnerships or Agreements**
 - *The President-Elect cannot independently initiate or enter into partnerships, collaborations, or formal agreements on behalf of SLANZA without prior Executive approval.*
- **Staffing Decisions**
 - *The President-Elect does not have the authority to make staffing decisions, including hiring, terminations, or performance evaluations; these decisions rest with the National Executive and/or persons nominated by National Executive.*
- **Media or External Communications**
 - *The President-Elect must defer to the National Executive for media or external communications, unless explicitly authorised to do so by the National Executive.*
- **SLANZA Governance Framework**
 - *The President-Elect must adhere to SLANZA's Constitution and policies that govern the actions of National Executive members.*
- **Conflict of Interest:**
 - *Must disclose any potential conflicts and recuse themselves from related discussions or decisions.*

Term of Office

The SLANZA President-Elect is a member-nominated position, serving a term of up to one year, during which they prepare to assume the presidency.

Performance Evaluation

The performance of the SLANZA President-Elect will be appraised through regular feedback from the executive committee and membership, as well as a formal evaluation at the end of their term to assess their contributions and readiness for the presidency.