

## **POSITION DESCRIPTION**

### **Family Planning Council Member**

**September 2020**

<b>Overview</b>	Family Planning is New Zealand's leading sexual and reproductive health organisation. We believe people should have access to quality services and information so they can make informed choices about their sexual and reproductive health. More information can be found on our website at <a href="http://www.familyplanning.org.nz">www.familyplanning.org.nz</a>
<b>Purpose of Position</b>	<p>To govern the Association in accordance with the Constitution and Council policies.</p> <p>To pursue and apply best practice for the benefit and viability of the Association.</p> <p>To govern in accordance with the vision, mission, values, philosophies and strategic goals of the Association.</p>
<b>Responsible to</b>	President, Family Planning Council
<b>Term</b>	Three years with a maximum of two terms (not including a co-opted period or a period where the member takes up office part way through a term)
<b>Resignation</b>	In writing to the President
<b>Meeting attendance</b>	Regular attendance at Council meetings which are held 4 times a year, each meeting for one full day. Every second meeting is on a Saturday.

## Position Accountabilities

Key Accountability	Expected Result
Meeting attendance	<ul style="list-style-type: none"> <li>Regular and full attendance at Family Planning Council meetings</li> <li>Attendance at meetings of any special Ad Hoc Committees, to which appointed.</li> <li>Attendance at Association events as appropriate and represent the Association at community events, organisations and with private individuals.</li> </ul>
Preparation	<ul style="list-style-type: none"> <li>Preparation for and participation in Family Planning Council policymaking and planning and debate.</li> <li>Well informed (in advance) on all agenda items, contribute knowledge and express points of view based on experience, consider other points of view, make constructive suggestions, and help the Family Planning Council make group decisions reflecting the thinking of the total group.</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>Assume Family Planning Council leadership responsibilities as requested and as possible.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Maintain financial membership of the Association and support the Association's fundraising activities.</li> </ul>
Informed	<ul style="list-style-type: none"> <li>Be informed about the Association's programmes, policies and services.</li> <li>Be informed about the wider political, social, economic and legal environment within which the Association operates and the needs of the community, society and clients of the organisation.</li> </ul>

Family Planning Competencies	
Supports Family Planning's Vision and Philosophy	<ul style="list-style-type: none"> <li>Demonstrates knowledge of and commitment to Family Planning's Strategic Framework by actively working towards achievement of all Outcome areas.</li> <li>Demonstrates knowledge of and commitment to Family Planning's philosophy.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Communicates clearly and effectively with other council members and senior leadership members or external stakeholders (when required).</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>Maintains confidentiality within guidelines set by Family Planning.</li> </ul>
Treaty of Waitangi and Māori Responsiveness	<ul style="list-style-type: none"> <li>Understands the principles of the Treaty of Waitangi.</li> <li>Demonstrates knowledge of Family Planning's Work Programme for Māori Sexual and Reproductive Health and Rights.</li> </ul>
Team Work	<ul style="list-style-type: none"> <li>Understands own and others positions and roles in achieving team objectives.</li> <li>Demonstrates flexibility and adaptability to work with a diverse range of people.</li> <li>Gains input from others and seeks out ideas and opinions, as appropriate.</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>Incorporates the principles of continuous quality improvement into all activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contributes to meeting the objectives of Family Planning's quality plan.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace.</li> <li>• Actively participates in maintaining a safe working environment at Family Planning.</li> </ul>

## Primary Objectives

<p><b>Council Objectives</b></p> <ul style="list-style-type: none"> <li>• To set and monitor the aims, strategic direction and advocacy policies of the Association and the achievement of its mission.</li> <li>• To employ the Chief Executive.</li> <li>• Ensure that the financial affairs of the Association are conducted on a responsible basis in accordance with established policies.</li> </ul>
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## Ideal Person Specification

The person best suited to this position will possess the following:

<p><b>Personal Attributes and Skills</b></p> <ul style="list-style-type: none"> <li>• A commitment to the objectives of the Association.</li> <li>• Appropriate professional and/or management skills, knowledge and experience which will assist in organisational review and ability to meet change.</li> <li>• Community networks and standing in the community which reflect a favourable image for Family Planning and enables the Association's philosophies to be advanced.</li> <li>• Ability to represent the interests of the different groups which make up New Zealand society and contribute to Family Planning achieving its aims of reducing disparity and inequalities.</li> </ul>
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<p><b>Other Skills</b></p>	
Critical Faculty	Probes the facts, challenges assumptions, identifies the (dis)advantage of proposals provides counter arguments.
Organisational awareness	Is aware of the organisation's strengths and weaknesses and of the impact of the Council's decisions upon them.
Strategic awareness	Is aware of the stakeholder, market, technological and governmental factors which determine the organisation's opportunities and threats.
Vision	Is able to maintain a clear and consistent picture of the long term future state and character of the organisation Rises above the immediate problem or situation and sees the wider issues and implications.
Judgement	Makes sensible decisions or recommendations based on reasonable assumptions and factual information.
Communication	Clearly articulates information and concisely tailors content to the audience's needs. Adopts appropriate interpersonal style and methods.

Listening	Listens dispassionately, is not selective, key points are recalled and taken into account.
Integrity	A respected citizen in the community. Is truthful and trustworthy, can be relied upon to keep their word. Does not have double standards and does not compromise on matters of moral principle.

Family Planning needs to maintain a flexible working structure due to the changing environment that we operate in. To reflect this, position descriptions are reviewed on an as required basis and they may be varied from time to time.