



OLIVES NEW ZEALAND INC

EXECUTIVE – ROLE AND RESPONSIBILITIES

MISSION

The Mission of Olives New Zealand Inc as stated in its Constitution is:

“To foster a healthy and positive environment for the New Zealand olive industry to be the best producer of premium quality extra virgin olive oil and olive products”.

OBJECTIVES

The objects of Olives New Zealand as stated in its Constitution are:

1. To promote all aspects of the New Zealand olive industry.
2. To set and maintain quality standards for New Zealand produced olive products.
3. To promote and support quality research and development to assist in the creation of a sustainable New Zealand olive industry.
4. To actively support an on-going consumer awareness programme to promote the benefits and create a preference for New Zealand olive products.
5. To encourage an interchange of ideas and information amongst olive industry participants
6. To be a focal organisation which facilitates progressive direction for growers in the New Zealand olive industry.

ROLE OF EXECUTIVE

The Executive:

1. sets the strategic direction of Olives New Zealand according to its Mission and Objectives
2. provides leadership and support to olive growers in New Zealand and in particular members of the organisation
3. supports the operation of the organisation through involvement in and endorsement of its activities.

EXECUTIVE RESPONSIBILITIES

Individual Executive member responsibilities include:

- Work in the best interests of the broader membership of the organisation and refrain from any personal agenda or bias.
- Attend all Executive meetings and functions, such as special events, Conferences, Dinners, etc.
- Be informed about the organisation’s mission, services, programs and rules.
- Review agenda and supporting material prior to the Executive and sub committee meetings.
- Lead and serve on sub committees as requested and offer to take on special assignments

- Inform others about the organisation and promote membership.
- Keep up to date on developments in the olive industry.
- Support and participate in the initiatives of the organisation, in particular Certification, OliveMark, Awards, Grove Census and other activities.
- Ensure that conflicts of interest are declared and excuse themselves from related discussion.
- Maintain confidentiality of documents and information that are provided by the organisation.
- Refrain from disseminating organisation documentation to non members without the prior permission of the President.
- Refrain from making special individual requests from staff.
- Assist the Executive in carrying out its fiduciary responsibilities, such as reviewing the operational financial reports and the annual financial statements.

SPECIAL ROLES

President

- Provides the overall vision and sense of direction for the organization.
- Responsible for leading the work of the Executive members and ensuring that they function together as an effective team.
- Responsible for supervising/overseeing the work of the Executive Officer.
- Spokesperson/representative/external liaison for the organization.
- Serves as a role model for other officers and members.

Vice President

- Supervises/oversees chair people and the work of all sub committees.
- Actively keeps up-to-date on work of committees with sub committee chairs.
- Chairs occasional special committees or projects.
- "Assumes responsibility" during absence of president.

Treasurer

- Establishes annual budget for organization and ensures that it's followed.
- Reports regularly to Executive meetings on the organisation's financial status.
- Presents the annual accounts at the Annual General Meeting.
- Completes any special annual returns for IRD.

Branch Chair

- Chairs the meetings of the Branch.
- Manage work of Branch committee, with appropriate direction and delegation.
- Ensures that the branch works in accordance with the broader objectives of the organisation.
- Leads branch activities such as field days, seminars, etc.
- Follow up on participation of branch members in organisation initiatives (Certification, OliveMark, Grove Census, Conference, etc)
- Reports to Executive meetings on operations and activities of the branch.

I accept and commit to the above role and responsibilities as an Executive member of Olives New Zealand Inc.

Signature

Name

Date

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