

# African Communities Forum Inc.

## **Roles Description**

### **Propose**

This document outlines the role description, responsibilities, required and expectations for the African Communities Forum Inc executive Board members. It serves as a clear guide to define the scope of the position and provides a reference for evaluating candidates or setting performance benchmarks.

### **Role of the President**

The responsibilities of the President shall be:

- Consultation with the Executive on various subjects such as finance, strategies, management of events, etc.
- Overseeing the activities of other Executive members and the various committees.
- Presiding and Facilitating Executive Committee meetings effectively.
- Acting as the organisation's public spokesperson. From time to time, this function may be delegated to another EC member.
- Initiating and recommending new laws or amendments for approval of the Executive Committee. (EC).
- Identifying and proposing means by which the EC's objectives can be pursued.
- Ensuring that realistic goals are set for the organisation.
- Ensuring that a strategic plan is set and monitored.
- Initiating treaties, contracts or agreement with other EC's heads or external parties, subject to approval by the Executive.
- Conducting exchange of communication with external parties.
- Receiving dignitaries and other external parties with which the EC should or would want to establish a relationship.
- Calling for a special meeting for a reasonable purpose.
- Representing the EC at Conferences and other outside forums on in his/her inability, designate a proxy.
- Acting as a bridge between the EC, its stakeholders and the outside world.
- Establishing relationships and negotiating compromises with external parties.
- Offering measures to solve or resolve internal or external issues.

- If the presiding officer in a meeting, he/she can cast a vote to break a tie if the vote of the EC ends in a tie.
- Preparing an Annual Economic report to the EC and its members.
- Checking the accuracy of the Annual Report/Financial Statements prepared by the other EC members.
- Announcing policies, positions and other relevant news about the EC or rally public opinion through mass media.

### **Role of the Vice President**

- Performs presidential responsibilities when the President cannot be available (see President's job description).
- Works closely with the President and other EC members
- Participates closely with the President to develop and implement ACOFI strategic plans.
- Performs other responsibilities as assigned by the President and EC.

### **Role of the Secretary**

- Administrative support to EC when required.
- Recording information of the EC as relevant for office
- Attending meetings and taking minutes of the meetings.
- Carrying out research and preparing specialist documents if requested by the President.
- If designated by the President of the EC, to represent the organisation in conferences and external forums
- Identifying and proposing means by which the organisation objectives can be pursued.
- Initiating and recommending new laws or amendments for approval of the Executive Committee
- To coordinate and organise forums
- To coordinate and organise AGM and SGM
- To coordinate and organise any events as decided by the Executive Committee
- Carry out other duties as assigned by the president
- Liaise with president to coordinate and organise monthly board meetings and other special meetings

### **Role of the Treasurer**

- Developing and checking budgets with EC.
- Present monthly reports at Executive Committee meetings

- Confirm annual budget with President and EC.
- Sign off annual accounts for auditing and preparation of the Annual Report.
- Work and advise the Board to ensure that accurate accounts are kept of the organisation financial transitions.
- Ensuring financial matters are transparent, accurate and timely.
- Reviewing financial processes with the EC.
- Analysing the financial performance of the organisation.
- Preparation and submit financial statements and reports as required by the NZ Companies Offices, and for external and internal users.

### **Role of the Public Relations and Media Officer**

- Write news releases and other articles as requested by the EC
- Maintain and update the organisation's website in conjunction with the EC
- Planning, developing and implementing PR strategies
- Researching, writing and distributing press releases to targeted media.
- Writing and helping the supervision of others such as President or EC members regarding newsletters, speeches, articles and annual reports.
- Devising and coordinating photo opportunities.
- Sourcing and managing speaking and sponsorship opportunities.
- Managing the PR aspect of a potential crisis situation.
- Develop and maintain a database of all relevant media contacts.
- Provide a monthly media update to EC members.

### **Role of the Community Engagement Officer**

- Ensuring ACOFI is represented at all community network meetings
- Organise and administer the monthly networking meetings in conjunction with EC
- Attend community organised functions with EC.
- Assist in community related projects.
- Identify resources to build/maintain relationships with community members and groups.
- Liaise with the Public Relations Media Officer and the President in representing the ACOFI in community meetings.
- Scan persisting and emerging issues of the African community and propose how ACOFI can help address it.
- Providing advice, guidance and direction to Officers and members of the EC , as required on general African community matters.

## **Roles of Youth Affairs Officer**

- The Youth Officer focuses on the engagement and representation of young people in the organization.
- Developing and implementing strategies to engage youth in the community.
- Acting as a liaison between the youth in the community and ACOFI.
- Planning and organizing youth-focused events or programs.
- Representing youth interests within the ACOFI's decision-making.

## **Roles of Women's Affairs Officer**

- The Women's Affairs Officer focuses on the engagement and representation of women in the organization.
- Developing and implementing strategies to engage women in the community.
- Acting as a liaison between women's groups and organisations in the community and ACOFI.
- Planning and organizing women-focused events and programs.
- Representing women's interests within the ACOFI's decision-making.

## **Roles of the Elected Officer**

### **Support**

- Attend community organised functions with EC.
- Assist in community related projects.
- Assist with Organising and running events and Forums
- Carry out other duties as assigned by the president