



## Position Description

### Chair

#### New Zealand Road Safety, Emergency Response and Healthcare Awards Executive Committee

The New Zealand Road Safety, Emergency Response and Healthcare Awards Executive Committee is seeking an Awards Chair. This would be suitable for a person who has previous Chair or relevant governance experience at a professional or executive level.

This role will require a person who is committed to positive long-term working relationships with government entities, stakeholders, industry professionals, community organisations and the public.

The New Zealand Road Safety, Emergency Response and Healthcare Awards Executive Committee comprises well-respected members of the community practising in either community service, medical science, risk management, engineering, road safety, or emergency services, and representatives from relevant central government agencies.

The purpose of the New Zealand Road Safety, Emergency Response and Healthcare Awards Executive Committee is to:

- Annually review and provide feedback on the Awards criteria as required.
- Provide oversight of the Awards process and provide feedback on Awards as required.
- Ensure sufficient due diligence has been provided by the Nominee to ensure Award recipients are deemed 'fit and proper' persons.
- Provide recommendations on recipients for the Awards. If the vote is not unanimous, then a two thirds majority would be required.
- Provide formal advice on other matters, as required, to the Trust.

## About

The New Zealand Road Safety, Emergency Response and Healthcare Awards were established in 2021. These Awards were established as a part of the nationalisation of the Canterbury Road Trauma Awards. The Awards are organised by the Road Traffic Accident Trauma Charitable Trust trading as the National Road Trauma Centre. These Awards are for ordinary people doing exceptional work, day in, day out, across New Zealand. The Awards are designed specifically for industry professionals in emergency services, hospital care, post hospital care, road safety and those in the community who are contributing to improved road trauma outcomes who may otherwise not be acknowledged.

The New Zealand Road Safety, Emergency Response and Healthcare Awards has three Award categories which include National Award for Emergency Response and Healthcare, National Award for Road Safety and National Award for Community Service.

## **Primary Duties**

- Prepare meeting Agenda in conjunction to the Awards Secretariat.
- Review meeting minutes prior to distribution to the Awards Executive Committee.
- Ensure the Awards Executive Committee members are notified of any regulations, guidelines, procedures and other matters relating to the Awards as required by the Trust.
- Ensure all intellectual property and branding of the Awards of maintained and respected.
- Ensure the Committee preserves the integrity of the Awards and that broadest recognition of significant achievements from across respective areas in which the Awards comprise.
- Ensure the Award recipients are selected in an efficient and ethical manner as per the Awards nomination criteria.
- Attend official annual Awards ceremony and carry out any other duties ceremonial formal duties as required.
- Provide statements for the official media release and marketing material as required by the Trust.
- Attend pre and post Award Executive Committee meetings briefings with the Trust.
- Attend Trustee meeting as required.

This position is non-remunerated, however, there may be reimbursement of expenses opportunities in the future.

This role would meet The Awards Executive Committee meet approximately no more than two to three times per annum. The Awards Chair duties would expect to be no more than 20 – 30 hours per annum.

Please submit your application with a covering letter and curriculum vitae to:

**Contact:** Danielle Thompson

**Email:** [Danielle@nationalroadtraumacentre.org.nz](mailto:Danielle@nationalroadtraumacentre.org.nz)

For further information please contact Danielle Thompson at +64 21 356 485.

We look forward to receiving your application.