

JOB DESCRIPTION AND PERSON SPECIFICATION



REGIONAL REPRESENTATIVE

Reports to: NZIDE Regional Committee (if there is one) or NZIDE Executive

Key Relationships: Secretary, Treasurer, Executive, Regional Members, NZ Transport Agency Regional Representative, Regional Council Road Safety Advisor, Regional Employment and Assistance Programme (REAP) Coordinator and any known driver education programme, Open Road Regional Coordinator, regional community driver education programmes (Urban and Rohi Iwi, Ministry of Health, Te Aka Whai Ora / Māori Health Authority, who the schools connect with) with driving mentors that offer free lessons, Police He Tangata regional provider, Work and Income regional coordinator.

STRUCTURE:

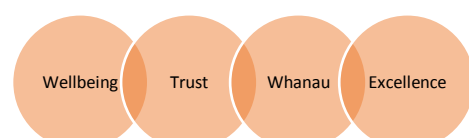
The New Zealand Institute of Driver Educators Incorporated (NZIDE) has been established for more than 46 years. It is a non-profit national organisation dedicated to maintaining and raising the professional standard of driver education in New Zealand. NZIDE members sign a code of ethics. They are NZ Transport Agency endorsed Instructors, own a driver education business or contribute to driver education through research. Members have access to an annual conference, professional development workshops and regional social events.

PURPOSE OF POSITION:

The Regional Representative represents members of NZIDE within a region. The position is voluntary. Information shared through the representative is mostly region specific. Interaction is encouraged to support the wellbeing of members.

KEY PERFORMANCE AREAS:

DUTIES AND RESPONSIBILITIES	EXPECTED OUTCOMES
1. Communicate with regional members and Executive	Respond within 48 hours by phone, text or email. Initiate phone or face to face communication with members at least twice a year. Attend Executive meetings. Ensure voter turnout to meet minimum voter attendance at a vote. Assist or nominate assistance at conference. Assist professional development within the region.



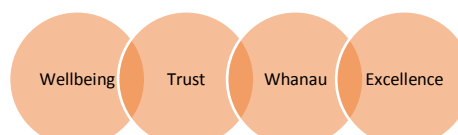


DUTIES AND RESPONSIBILITIES	EXPECTED OUTCOMES
2. Lead	<i>Maintains or improves the overall service to members. This might include managing issues that affect driver education or driver licencing and testing within the region. (Advice from instructors, availability of testing, licence test marking, relationships with community driver education programmes and employers who need licenced drivers. Supports the professional development of members within the region. Completes own professional development as required.</i>
3. Wellness of members	<i>Knows each member within the region. Knows their immediate family. Knows their work. Knows their concerns.</i>
4. Financial and member administration	<i>Can use Xero or a paper based expense claim form for claimable expenses. Can use membership database to communicate with members.</i>
5. Organise regional meetings and reports	<i>Plan and organize regional meetings as requested by members. Complete the quarterly report template for Executive Meetings.</i>
6. Support Conference Planning and organisation	<i>Support conference planning and organisation. If conference is rotated throughout New Zealand regions, work with Executive to meet the conference requirements.</i>
7. Talent Scout and annual award nomination	<i>Look for a replacement representative. This starts when you accept the position and helps continuity when you move on. Look for people within the region to nominate for the national award or who can contribute to professional development instruction at a national level.</i>

QUALIFICATIONS AND EXPERIENCE:

This section sets out the experience, technical abilities, and professional qualifications required to perform the role.

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> Current full or corporate membership with NZIDE Knows NZIDE Constitution and basic understanding of the Incorporated Societies Act 	<p><i>Knowledge of Xero, Microsoft Word, Excel and management of email.</i></p> <p><i>Know how to write agendas, minutes and run a meeting (the chair and secretary for each meeting can be nominated)</i></p>





ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> Good computer skills. <i>This is a work from home position. Required personal equipment includes a desktop computer or tablet with keyboard attachment, cellphone and internet connection.</i> Good literacy and numeracy for emails texts and expenses 	<p><i>Glue Up Member Management certified</i></p> <p><i>Demonstrated knowledge of the Privacy Act</i></p> <p><i>Knowledge of health and safety in the office workspace</i></p> <p><i>Knowledge of digital security best practice</i></p>

CODE OF ETHICS

AIM: TO FOSTER AND PROMOTE A PROFESSIONAL IMAGE.

1. No member of the NZIDE (inc.) shall ever take advantage of their position as a Driving Tutor to impose on any student in any way, for any reason, their wishes or opinions other than for the purpose of instructing a student to drive or otherwise operate a motor vehicle in a safe and competent manner, within the law.

2. No member shall conduct themselves in such a manner that could cause offense or distress to any student under their care and shall at all times avoid the use of improper language, suggestions or physical contact with clients.

3. Members shall, at all times, give first consideration to the safety and comfort of students under their care and shall in no circumstances, allow a student to perform a dangerous or illegal act whilst under their care

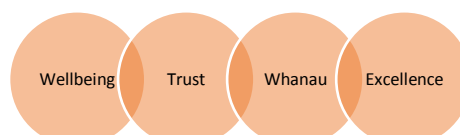
if it is within the power of the member to prevent such an act.

4. Members shall not smoke or partake of intoxicating liquor or drugs when instructing, even if invited by the student to do so. Nor shall any member be under the influence of intoxicating liquor or drugs when instructing.

5. Members shall conduct their business in such a manner as to give a fair result to the student for any fee charged and not mislead the public as to the services provided by the Driving School / Driving Instructor, with particular reference to instructors qualifications, costs relating to the time required to reach the standard of driving competence as per the appropriate approved training syllabus.

6. Members shall not accept any fees from a student, knowing at the time of acceptance that they would not be able to perform the service of which the fee has been paid.

7. Members shall ensure any vehicle driven or used for training is maintained in good mechanical order and condition. Is properly



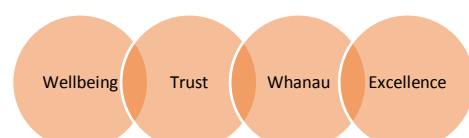
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insured, taxed and certified as roadworthy
and all reasonable care is taken to keep it
clean and tidy.

8. Members shall always keep a professional
standard of dress and maintain proper
standards of personal hygiene.

9 Members shall afford each other
appropriate professional courtesy.

10 Members shall not discuss information
disclosed by a client, during training, with any
other party, except for normal consultation
within the driving school or where the lessons
are being paid for by another person or
company. In which case, the third party shall
have the right to this information, providing
this is given with the clients knowledge.





ONGOING PROFESSIONAL DEVELOPMENT:

NZIDE encourages continued learning. Members can access a growing resource section on the member website. Login is required. These resources include recorded webinars at no cost. Topics include business skills, driving skills and education skills. Comment on the latest global driver education research can also be accessed. There is no requirement for ongoing professional development to maintain membership with the Institute.

ANNUAL AWARDS AND RECOGNITION:

Recognition for the promotion of driver education is something this Institute would like to start. Expect categories for recognition to be introduced. Nominations will come from regions and perhaps sister organisations.

