

Volunteer Role – Area Coordinator

Note - this can be a shared role

The NZ Wound Care Society Inc. background

The primary role of all volunteers and paid employees of the New Zealand Wound Care Society (NZWCS) is to work to achieve the objectives of the strategic plan and to give effect to the NZWCS's mission to '... advancing practice and knowledge in wound management.'

The NZWCS comprises of a group of dedicated health care professionals, from a range of disciplines, who share a common interest in wound management. We are passionate about improving wound healing and we collaborate with organisations world-wide. Our members voluntarily share experiences, expertise, knowledge, and network with other members around Aotearoa.

Aims of the Society;

1. To improve outcomes and quality of life for patients with wound and skin integrity problems.
2. To provide and encourage best-practice wound management across all health care settings.
3. To be a recognised voice at national and local level in any issues relating to wound healing or maintaining skin integrity.
4. To participate in relevant or appropriate national and international forums and guideline development.

Primary Objectives of the Area Coordinator

- Promote the NZWCS locally and enhance its reputation and profile
- Support the local NZWCS members with education, communication, networking and other NZWCS activities including AGM
- Support and represent the NZWCS in the community, and establish relationships that enhance goodwill towards the NZWCS
- Promote membership and encourage participation in NZWCS activities
- Ensure communications and publications promote the work of the NZWCS

Scope

The Area Coordinator supports the NZWCS in leading the implementation of initiatives locally for the NZWCS and works directly with local members in the implementation of strategy and allocated work programmes.

The Area Coordinator works closely with the local National Committee member to provide support and coordination to ensure that the NZWCS strategic plan and work programmes are locally supported. Attendance at National Committee meetings (every two months via Zoom) is encouraged. The area coordinator and National Committee Representative can be shared roles.

Relationships

Responsible to:

- Members
- National Committee

Functional Relationships

- President Treasurer, Administrator
- Executive Committee
- Other Area Coordinators
- Advisory Group members
- External event planners (NZWCS Conference)
- Government and non-government stakeholders
- National and International subject matter experts and organisations
- Kindred organisations and co-workers in other agencies in the community
- Industry sponsors that support the work of the NZWCS

Key Tasks

- Provide a voice for your area.
- Support key stakeholders at all levels inside and outside the organisation to ensure needs are met and stakeholders are well informed, included and engaged
- Uphold the branding, identity and design quality in all NZWCS materials and communications
- Provide support and assistance to National events being held by the NZWCS for example STOP Pressure Injury Day by having either a study session or promotion.
- Provide education within area working with other health professionals
- Attend National Committee meetings in the absence of the loc of your choice al National Committee member

Performance Indicators:

- Coordinator is a positive emissary for the Society, and a support person for the National Committee Member.
- Organisation of area study sessions together with your area Committee Member.
- Membership levels of the area increasing or healthy
- Brief report for the Annual General Meeting which will be posted on the NZWCS website.
- Accurate event details are given to the Administrator in a timely manner
- Respond to any correspondence received by the Society when requested to do so.
- Liaise with President, Treasurer, Administrator, and Committee Members on matters of Society business
- Uphold the Rules, regulations, philosophy and aims of the Society.

Support

The Area Coordinator receives administration support through;

- Online Registrations/payments at www.nzwcs.org.nz
- Certificates sent to participants if requested
- List of registrations are supplied leading up to your study day.
- Provision of a confidential database of Members for your area.
- Option of mentorship and annual/bi annual Zoom with other area coordinators

Collegial Benefits

The wound care society provides best practice education opportunity and engagement with others within the field. Furthermore, it provides ability for support from leaders in wound care in Aotearoa/NZ for support and decision making.

The NZWCS is internationally recognised as a leader in best practice being viewed as integral in the evolution of best practice documents for pressure injury, wound bed preparation, advanced wound debridement and others.

National committee members and area coordinators also have the opportunity to apply for scholarships for both local and international wound care conferences and education.

Other Information

- *This role is nominated and seconded by two Society Members in an area, voted locally and approved by the National Committee.*
- *The Area Coordinator role and the National Committee role can be shared.*
- *The role tenure is for two years*
- Can be either a Full member or Corporate Member of the New Zealand Wound Care Society.

Person Specification

1. Experience/knowledge

- Confident communicator and presenter
- Writing, editing and presenting information for a range of audiences and communication channels
- Project management
- Educational delivery and coordination
- Passion for Wound care

2. Skills/abilities

- Excellent communicator with strong written and oral communication skills, with experience in communicating with a variety of audiences
- Relationship skills and the ability to work in a collegial way with NZWCS members and with external parties and stakeholders
- Ability to work independently, respond quickly and cooperatively to urgent requests and manage and coordinate many projects at once, while meeting deadlines
- Ability to see tasks from inception to completion
- The Area Coordinator will be inclusive and consultative in approach, be well organised, action orientated and deliver results that meet the NZWCS needs.
- You will use your networks within your organisation or professional field to promote NZWCS and its objectives and events.

3. Qualifications

- Tertiary qualification in a relevant field.