

## **RURAL WOMEN NEW ZEALAND**

# **POLICY ACTION ADVISORY GROUP ROLES**

### **VOLUNTEER MEMBER ROLES**

- Since 1925 Rural Women New Zealand (RWNZ) has been influencing decision makers. The strength of this influence has always been based on the RWNZ member voice.
- The Board of Rural Women New Zealand (RWNZ) recognises the importance of continuing this work to ensure the voice of rural communities is heard and Public Policy that impacts on rural communities is built with an understanding of the potential impact and needs of those communities.
- The Board welcomes involvement from members with an interest in Public Policy to drive work within the Policy Action Advisory Groups (PAAGs) to support our Public Policy goals.
- The Policy Action Advisory Groups (PAAGs) provide a professional development opportunity for members to share, develop and/or increase their skills and expertise in Public Policy work.

### **THE POLICY ACTION ADVISORY GROUP INCLUDES THE FOLLOWING ROLES:**

- Policy Convenor (Board Role).
- Policy Action Advisory Group Chair.
- Policy Action Advisory Group Member.



## RURAL WOMEN NEW ZEALAND **POLICY CONVENOR**

Public Policy representation involves working to achieve change in a particular area by seeking to influence public policy - including laws, regulations and government practices.

Public Policy representation is the process of negotiating and mediating a dialogue through which influential networks, opinion leaders, and ultimately, decision-makers take ownership of your ideas, evidence, and proposals, and subsequently act upon them.

This role reports to the RWNZ Board.

### **POSITION REQUIREMENT:**

- The Policy Convenor will be a member of the RWNZ National Board.
- The Policy Convenor ensures representation in and communication of public policy for RWNZ is managed appropriately and meets RWNZ Rules, By-laws, Board Strategy and Policies for the benefit of thriving rural communities.

### **ROLE DESCRIPTION:**

- The Policy Convenor is the connector between the Board, the PAAG Chair and the PAAGs.
- The Policy Convenor is responsible for ensuring the integrity of Board strategy and policies are maintained and followed when working in the public policy area.
- The Policy Convenor reports on their area of responsibility to the Annual General Meeting and is available to answer questions at the AGM from RWNZ members.



RURAL WOMEN NEW ZEALAND

## POLICY CONVENOR

### RESPONSIBILITIES:

- The Policy Convenor is responsible for work carried out in their designated public policy area by the Board appointed Policy Action Advisory Group
- Works closely with the PAAGs Chair to ensure RWNZ policy outcomes
- Provides regular verbal and written reports to the RWNZ Board on public policy work
- Ensures robust processes are in place for clear communication between themselves and the PAAGs Chair, PAAGs members and National Office staff.
- Represents the RWNZ Board either by electronic means or in person at the following, though not limited to:
  - Industry conferences
  - RWNZ AGM
  - Parliament Select Committees
  - Meetings with Ministers and Members of Parliament

### CONNECTION POINTS:

- RWNZ Board
- Chief Executive
- National office Policy Manager
- National office staff
- PAAGs Chair
- Where issues cover more than one PAAG, other Convenors and PAAG Chairs
- PAAG members
- National RWNZ Leadership team
- Ministers, Ministerial staff and Members of Parliament
- Aligned partners and other organisations



## RURAL WOMEN NEW ZEALAND POLICY ACTION ADVISORY GROUP CHAIR

### POSITION REQUIREMENT:

- Have subject expertise, sound knowledge, networks, and/or a strong interest in the public policy area of the PAAG
- Preferably have previous experience in government policy representation
- Ability to chair and facilitate meetings
- Demonstrated ability in written and oral communication
- Have sufficient access to, and knowledge of, communication technology
- Be flexible and foster a team approach.
- Be a financial member of RWNZ \*

\*Membership of RWNZ is \$50 per annum. See more information [here](#).

The Policy Action Advisory Group (PAAG) is responsible for providing robust research, data and public policy positions to ensure that RWNZ is the leading authoritative voice on rural communities, influencing private and public sector policy which positively impacts rural communities.

The PAAG structure allows for one RWNZ member from each region to ensure wider understanding and representation of issues affecting all regions throughout Aotearoa New Zealand. The PAAG chair is an additional leadership member, and may be from any region in New Zealand.

This position provides an opening for leadership opportunities within RWNZ while contributing to a future focused dynamic and progressive organisation.

The PAAG Chair's responsibility is to provide effective leadership to PAAG members so as to build positive outcomes for members of RWNZ.

This role reports to the RWNZ Board Policy Convenor.



RURAL WOMEN NEW ZEALAND

## **POLICY ACTION ADVISORY GROUP CHAIR**

### **RESPONSIBILITIES:**

- Work closely with the Board Policy Convenor to ensure RWNZ public policy outcomes as per the Strategic intent.
- Provide regular verbal and written reports to the Board Policy Convenor
- Chair meetings of the PAAG
- Provide leadership and open communication channels with all PAAG members to ensure collaboration and accountability for the work carried out by the PAAG
- Be able to represent PAAG as part of the RWNZ team either by electronic means or in person at the following but not limited to:
  - Industry conferences
  - RWNZ AGM
  - RWNZ planning and collaboration meetings
  - Parliament Select Committees
  - Meetings with Ministers and Members of Parliament
- Liaise with other PAAG Chairs and Convenors to ensure a holistic approach to RWNZ policy work
- The PAAG Chair is to observe RWNZ public policy protocols, and as such may not speak publicly on behalf of the RWNZ Board or Members without prior consent from the RWNZ Public Policy Convenor or Board.
- Uphold the RWNZ view on public policy positions regardless of personal opinion



RURAL WOMEN NEW ZEALAND

## **POLICY ACTION ADVISORY GROUP CHAIR**

### **CONNECTION POINTS:**

- Board Public Policy Convenor
- National Leadership team
- Chief Executive
- National Office Policy Manager
- National office staff
- Where issues cover more than one PAAG, other Convenors and PAAG Chairs
- PAAG members
- Ministers, Ministerial staff and Members of Parliament
- Aligned partners and other organisations





RURAL WOMEN NEW ZEALAND

## POLICY ACTION ADVISORY GROUP MEMBER

The Policy Action Advisory Group (PAAG) is responsible for providing robust research, data and public policy positions to ensure that RWNZ is the leading authoritative voice on rural communities, influencing private and public sector policy which positively impacts rural communities.

The PAAG structure allows for one RWNZ member from each region to ensure wider understanding and representation of issues affecting all regions throughout Aotearoa New Zealand.

Group members have the opportunity to grow their knowledge and leadership potential while contributing to a future focused dynamic and progressive Rural Women New Zealand.

This role reports to the Rural Women New Zealand Policy Advisory Action Group Chair.

### POSITION REQUIREMENT:

- Have sufficient access to, and knowledge of, communication technology
- Preferably have subject knowledge in the policy area of the PAAG or an interest or willingness to learn.
- Previous experience in government policy advocacy is desirable although not necessary
- Experience in writing reports and submissions is desirable although not necessary
- Possible networks in the applicable policy area would be advantageous, but not necessary
- Be flexible and a team player
- Preferably have good local and regional connections to gather feedback on issues
- Be a financial member of Rural Women New Zealand

\*Membership of RWNZ is \$50 per annum. See more information [here](#).



## RURAL WOMEN NEW ZEALAND

# POLICY ACTION ADVISORY GROUP MEMBER

### RESPONSIBILITIES:

- Work with the PAAG Chair to ensure RWNZ policy outcomes
- Assist the PAAG Chair to ensure the RWNZ Board is kept up to date with all policy work
- Attend meetings of PAAGs as per the PAAG policy
- Remain up to date with relevant information for the policy area of responsibility
- Contribute at PAAG meetings from a position of knowledge to assist in forming policy position statements and submissions
- Work as a team to ensure policy outcomes
- Operates in line with RWNZ policies including the media policy
- Foster and maintain connections to ensure understanding of how issues are affecting people locally and regionally

### CONNECTION POINTS:

- Board
- Policy Convenor
- PAAG members
- PAAG Chair
- National Office Policy Manager
- Local and regional communities when gathering information on issues of concern

