

## POSITION DESCRIPTION

<b>Position Title:</b>	Chief Executive Officer (CEO) of NZSA
<b>Reports To:</b>	NZSA Chairman and Board
<b>Purpose of Position:</b>	To have input into, and implement, the strategic direction and day to day operation of NZSA.
<b>Key Accountabilities:</b>	<p><b><i>Leadership:</i></b></p> <ul style="list-style-type: none"><li>➤ Actively provide input and align strategy, business plans, and staffing resources to achieve best outcomes for members and retail investors generally.</li><li>➤ Provide strategic, commercial and technical leadership of the Association.</li><li>➤ Liaise with, and provide assistance to, branches of the Association in line with established guidelines and processes.</li><li>➤ Drive a professional and member centric culture across all levels of NZSA including Corporate Members.</li><li>➤ Promote best practise corporate governance without fear or favour.</li><li>➤ Identify new opportunities by matching member aspirations and capital markets' realities with NZSA's objectives and or projects.</li><li>➤ Ensure that NZSA remains the recognised voice of the New Zealand retail investor.</li></ul> <p><b><i>Strategic planning:</i></b></p> <ul style="list-style-type: none"><li>➤ Build knowledge of issues impacting on strategic planning by working with key market participants to identify problems and trends including international issues.</li><li>➤ Identify and ensure opportunities for submissions and other collaborative efforts are maximised to best effect for member and capital market needs.</li><li>➤ Bring ideas to the NZSA board to ensure NZSA has a strategic plan as appropriate to reflect the changing needs of members and to give effect to appropriate actions.</li></ul>

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### ***Human Resources:***

- Implement effective staff and volunteer management practices.
- Assess competency requirements for staff and volunteers, and align resources and skills to prioritise the most effective outcomes.
- Motivate and inspire staff and volunteer members to achieve objectives that will achieve the required outcomes.

### ***Operations Management:***

- Oversees and participate in the implementation of strategies and opportunities in line with the expectations of the NZSA board.
- Ensure effective internal and external communications including acting as a spokesperson for NZSA in line with NZSA protocols as they exist from time to time.
- Oversee, and where necessary implement, appropriate processes across the whole organisation in line with the legislation that pertains to the Associations activities.
- Ensure effective management of staff and volunteers.
- Oversee the Secretary-Treasurer's activities to ensure effective financial and other controls are in place.
- Be actively involved in the day to day operation of the organisation including maintaining and building on the services and activities that are currently undertaken; introduce new activities or services as the Association shall determine from time to time.

### **Competencies:**

#### ***Managing Vision and Purpose***

- Communicate a compelling vision or sense of core purpose; look to the future; talk about possibilities; be optimistic, but also realistic; seek to rally support behind the vision; make the vision sharable by everyone; seek to build the organisation.

#### ***Management Courage***

- Seek excellence in all activities; Say what needs to be said; provide current, direct, complete, and "actionable" positive and corrective feedback to others; let people know where they stand, but treat them with dignity; face up to problems with any person or situation quickly and directly; be willing to take negative action when necessary. Always keep retail investors and their interests front of mind.
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### ***Innovative Management***

- Comfortable bringing the creative ideas of others for consideration; have a good feel for which ideas and suggestions will work; facilitate effective brainstorming; project how potential ideas may play out with both members and the broader market.

### ***Building Effective Organisation***

- Create strong sense of purpose and spirit in the organisation; share wins and successes; foster open dialogue; let staff and volunteers finish and be responsible for their work; define success in terms of the whole organisation; create a feeling of belonging to a team across the whole organisation.

### ***Decision Quality***

- Make good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time. Can see the big picture, but does not neglect the detail.

### ***Delegation***

- Able to delegate both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform.

### ***Presentation Skills***

- Is effective in a variety of formal presentation settings; one-on-one, small and large groups, with staff, volunteer members and a wide range of outside contacts at all levels; commands attention and can manage group processes; able to change tactics midstream when something isn't working.

### ***Member Focus***

- Is dedicated to both growing the membership and meeting the expectations and requirements of members; gets first-hand member feedback and uses it for improvements to the organisation; acts with members in mind; establishes and maintains effective relationships with outside parties.

### ***Business Acumen***

- Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting the business and organisation; is aware of how strategies and tactics work in the marketplace.

### ***Negotiation***

- Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.

### **Technical Competencies:**

- Business and investment experience.
- Knowledge of law, regulation and governance as it pertains to the equity and debt markets.
- Effective communication across a wide range of levels (internal, external stakeholders etc).
- Experience working with both paid staff and volunteers
- Understands how to tackle issues in the markets without unnecessarily burning bridges.

### **Relationships:**

#### ***Internal***

- Chairman of NZSA Board
- NZSA Board Members
- Secretary/Treasurer
- Staff
- Association Branch Chairs
- Members

#### ***External***

- Government including MBIE
- Regulators including FMA and NZX
- Capital markets organisations
- Boards and management of listed corporates
- Media

### **KPIs:**

- Complete Business plan
  - "Keep the lights on"
  - Transition to new CEO
  - Be at the forefront of advocacy
  - Support good governance
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**Key Skills & Attributes:**

***Technical***

- Capital Markets experience
- Knowledge of NZX companies
- Knowledge of regulations (FMA, NZX, CA etc.)

***Management***

- Leadership Experience
- Organisational Culture Experience
- Operational Experience
- Decision Making Style (collegiate, consensus focus) and pragmatism
- Strategy creation and execution
- Organisational representation with National impact

***Association***

- Experience of member associations

***Media***

- Experience with all forms of media

***Knowledge***

- Numeracy/accountancy
  - Economics
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