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[newsletter@cnw.org.nz](mailto:newsletter@cnw.org.nz). (newsletter items)

**NOMINATION FORM**  
**CNW Executive Committee 2025-26**

- CNW welcomes nominations for the executive committee from any organisation that has been a member (preferably) for at least one year.
- The **organisation holds the executive seat** and ensures ongoing representation throughout the year.
- The representative of the organisation **must be able to attend executive meetings** throughout the year, as well as being available to work on specific initiatives as they arise.

*(PLEASE PRINT CLEARLY)*

**ORGANISATION:**.....

**ADDRESS:**.....

**WHO WILL BE REPRESENTING YOUR ORGANISATION ON THE CNW EXECUTIVE COMMITTEE:**

.....

**(The reps) WORK PHONE:** .....**MOB:** .....

**(The reps) EMAIL ADDRESS:**.....

**NAME AND POSITION OF WHO IS NOMINATING ABOVE REPRESENTATIVE:**

.....

*(must be from the nominating organisation –print name and sign)*

**SIGNED:** .....

**DATE:** .....

Please forward your nomination to Debbie at: [office@cnw.org.nz](mailto:office@cnw.org.nz)

# Community Networks Wellington Incorporated

## EXECUTIVE MEMBER JOB DESCRIPTION

### Role of the Executive

The Executive is responsible for the Governance of CNW: for developing CNW policies, providing strategic guidance to the staff and monitoring their performance. The specific responsibilities are set out below. The paid staff are responsible for the management of CNW.

### Responsibilities

The Executive must ensure that its activities, decisions, relationships and approach to all matters are consistent with its obligation to act in the best interests of all of CNW's members (and the communities they serve), employees and stakeholder.

Executive members are responsible for taking collective decisions in accordance with the previous paragraph, taking collective responsibility for those decisions and ensuring that they are implemented impartially.

Executive members are expected to function collegially instead of as representatives of the particular organisation that they come from, and to be prepared to put the collective interest of members ahead of any sectional and local interests.

### Strategic Direction

The Executive must ensure that CNW has a strategic plan that is consistent with any obligations arising from a contract for service negotiated with its stakeholders. The strategic plan will set out CNW's purpose, vision and its objectives.

The Executive must also ensure that CNW has an annual plan that is consistent with the strategic plan and with requirements specified in any contract for service with primary stakeholders.

### Policy

The Board is responsible for setting CNW's policies and ensuring that they are implemented.

### General Accountability

The Executive is responsible for establishing a framework for management of responsibilities - who does what. This is a clear statement of responsibilities, limitations and reporting requirements. The Executive receives and approves reports on management responsibilities and is responsible for regular staff performance reviews.

### Financial Accountability

The Executive is responsible for

- Approving an annual budget.
- Monitoring financial performance against the budget and implement remedial action when necessary.
- Ensuring that an annual audit is completed.
- Giving direction to efforts by management to secure additional and/or alternative funding
- Ensuring the long term financial viability of CNW
- Approving capital expenditure plans.

### Effective Communication

The Board has an obligation to communicate effectively with paid staff. This responsibility includes:

- Ensuring that staff are informed about and understand the aims, the vision, the objectives and the rationale for decisions that affect them.
- Ensuring that staff have the opportunity to:
  - discuss issues with Board members and to question the Board
  - put forward ideas and suggestions
  - have concerns answered
  - be satisfied that they have been fully consulted and informed
  - have regular performance reviews
- Ensuring that CNW communicates effectively with CNW members, the Wellington community; external stakeholders; local City Councilors; local MPs and the media. Ensure the operation of the Executive Committee recognizes the Treaty of Waitangi within the service offered in the Wellington area  
Create opportunities for CNW to expand where there is a need, and to focus where it is most useful. Ensure the presence of CNW is known by appropriate organizations/stakeholders and in its community of interest. By attending relevant meetings in the social service sector.  
Liaise and communicate effectively with other organisations which have similar and on-going service interests.

### Legal Requirements

The Executive must ensure that its organisation, operations and arrangements are consistent with its obligations under the law including the requirements in Employment Relations, Occupation Health and Safety, Privacy and Human Rights legislation.