



**NZ Lay
Preachers
Association**

Executive Committee Member Job Description

Executive Committee Members contribute to the governance and strategic direction of the New Zealand Lay Preachers Association (NZLPA). Members without a specific portfolio still play an essential role by participating in decision-making, offering insight from their experience, and supporting the work of the Executive as a whole.

This is a collaborative, team-based role focused on sustaining a healthy and active association that supports lay preachers across Aotearoa New Zealand.

Key Responsibilities

Working collectively with other members of the Executive Committee, an Executive Member will:

- Attend and actively participate in Executive Committee meetings and the AGM.
 - Contribute to collaborative decision-making, policy development, and planning.
 - Offer feedback and insight into current NZLPA activities and proposals.
 - Assist with specific tasks or projects as agreed by the Executive (e.g., reviewing resources, contributing to communications, or supporting events).
 - Be willing to serve on working groups or subcommittees as required.
 - Liaise informally with members and partner churches when appropriate.
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Skills & Experience

The following would be advantageous:

- Experience participating in committees or volunteer governance roles.
- Understanding of NZLPA's mission and structure, and empathy for the needs of lay preachers.
- Be willing to contribute the perspectives, traditions and experience from one's denomination to decision making.
- Good communication and listening skills.
- Ability to work collaboratively and respectfully in a diverse group.
- Reliability in following through with agreed responsibilities.

Reporting & Relationships

Executive Committee Members report to the President and the Committee as a whole. They may be asked to collaborate with specific office holders or assist with time-limited tasks alongside other members.

Financial Delegation

This is an unpaid voluntary position.

Executive Members do not normally act as authorised officers for financial transactions, but may be reimbursed for agreed expenses (e.g., travel, printing) with prior approval. All expenses must be receipted and ratified by the Executive.

Time Commitment

- Attendance at Executive Committee meetings approximately every two months, plus the AGM (estimated time: 3–4 hours per meeting including preparation).
- Additional time as needed for follow-up actions or working group participation (estimated average: 1–3 hours per month).

NZLPA is committed to supporting and celebrating the ministry of lay preachers across New Zealand.