



NZ Lay Preachers Association

President Job Description

The President provides leadership and coordination for the New Zealand Lay Preachers Association (NZLPA), working collaboratively with the Executive Committee to support the mission and ministry of lay preachers across Aotearoa New Zealand. As the chair of the Executive, the President facilitates meetings, ensures good governance practices, and helps maintain momentum across NZLPA's activities.

This is primarily a facilitative role—focused on enabling shared decision-making, supporting the work of other Executive members, and maintaining connection with the wider membership.

Key Responsibilities

Working closely with the Executive Committee, the President will:

- Chair Executive Committee meetings and the Annual General Meeting (AGM), ensuring they are productive, inclusive, and well-documented.
 - Support and encourage other Executive members in their roles, helping ensure coordination across NZLPA activities.
 - Maintain an overview of NZLPA's work and priorities, ensuring continuity between meetings.
 - Act as one of NZLPA's three authorised officers for the purposes of approving bank payments.
 - Represent NZLPA publicly when required, including occasional certificate presentations or attending events as appropriate.
 - Liaise with individual members, especially in matters requiring pastoral care, guidance, or clarification.
 - Provide leadership during times of organisational change or unexpected transition.
 - Ensure the Executive fulfils its obligations under the society's constitution.
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Skills & Experience

The following would be advantageous:

- Experience chairing meetings or facilitating collaborative groups.
- Familiarity with governance principles and consensus-based decision-making.
- Good communication and interpersonal skills.
- A collegial and encouraging leadership style.

- Understanding of NZLPA’s mission and structure, and empathy for the diversity of lay preachers.
 - Confidence in preparing or reviewing agendas and documentation (in collaboration with the Minute Secretary).
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Reporting & Relationships

The President reports to the NZLPA Executive Committee. Key relationships include the Correspondence Secretary, Treasurer, Registrar, and other Executive members. Occasional coordination with partner church representatives or event hosts may be required.

Financial Delegation

This is an unpaid voluntary position.

The President is one of NZLPA’s three authorised officers for the Association’s bank account. Any two authorised officers are required to jointly approve payments. Routine reimbursements and standard payments may be approved

Time Commitment

- Attendance at Executive Committee meetings approximately every two months, plus the AGM (estimated time: 4–5 hours per meeting including preparation).
 - Regular contact with Executive members between meetings (estimated time: 2–3 hours per month).
 - Occasional extra time during periods of organisational transition or strategic review.
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NZLPA is committed to supporting and celebrating the ministry of lay preachers across New Zealand.