Job description

ExCom Chairperson

Job purpose

Fulfills general Chairperson duties for the Executive Committee (ExCom). The ExCom Chair facilitates the ExCom discussions on policy development affecting the direction of Kiwiburn, and takes responsibility for the management of the ExCom's ongoing online discussion. As an active member of the Kiwiburn Executive Committee (ExCom), a role involving being part of strategic and crucial decision making for Kiwiburn, and being a voice for your Team Leads and community.

Key Responsibilities

- Act in a manner fitting of an ExCom member, as per the ExCom Memorandum of Understanding.
- Maintain communication and information sharing throughout the ExCom, according to Kiwiburn's Organisational Structure.
- Maintain the committee@kiwiburn.com email address.
- Develop proposals for voting, call votes, administer voting procedures, and record decisions and ensure deadlines and key deliverables are met.
- Act as the point of contact for the Conduct Committee on matters regarding resolution of complaints and outcomes of incidents which affect a safe and inclusive event.
- Chair the Annual General Meeting, annual SUMMIT meetings.
- Ensure ExCom and general Kiwiburn activities are in accordance with the Ten Principles of Burning Man and the Incorporated Society rules.
- Keep abreast and provide external information that affects Kiwiburn (such as the local Council requirements) which allows informed decision making by the ExCom. Raise items for discussion as needed, and facilitate discussions to a conclusion.
- Ensure teams work together in a smooth and efficient manner, minimising and resolving conflict.
- Write an annual Chair's Report and Future Vision for the Afterburn Report
- Represent Kiwiburn to external stakeholders (eg.Council as Resource Consent liaison) as necessary.

Working Relationships (ref: Kiwiburn Org Chart)

- Facilitators (ExCom members), Treasurer and Secretary.
- Landowner.
- Council representatives where necessary.

Time Commitment

- ***Year round:*** around 5-10 hours per week, mostly dealing with email and reading resource material. Occasional bursts of up to 15 hours per week.
- ***On site:*** as required (expected to be minimal).
- ***Post Event:*** as above.

Necessary Qualities, Knowledge and Experience

- Conflict resolution skills, diplomacy and assertive communication.

- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.
- Familiarity with the various Kiwiburn teams and their functions.
- Desire to serve the Burner community.
- Reliable and regular internet availability and responsive to email.
- Comfortable learning/using software.
- Effective stakeholder management.

Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation preferred but determined on a case by case basis.
- Previous experience managing a team of people with different workloads and priorities.
- Project management experience.
- Previous volunteering experience with the event.