



REMEMBRANCE • SUPPORT • ADVOCACY

Position Description: National Vice President

Reports To

National President

Term of Office

As prescribed by the RNZRSA Constitution v118 Section 10.9 page 21.

About the Royal New Zealand Returned and Services' Association.

The RNZRSA was established in 1916 to ensure those soldiers returning to New Zealand following the Gallipoli Campaign were able to access support. The RNZRSA is a federated organisation. It is made up of 180+ individual Associations which are separate legal entities, typically a charitable trust or incorporated society. The Associations are grouped into eight Districts and there is a National Office which provides a range of shared services and other functions to support the National organisation

Purpose of the Role

The National Vice President supports the National President in providing leadership, representation, advocacy and stewardship across the RNZRSA. The role exists to strengthen communication and engagement between the membership, the Presidents' Forum, the Board and National Office, while ensuring that the interests of veterans, their whānau, and Member Associations are effectively represented. The National Vice President shall uphold the Constitutional Principles, Objects and Purposes.

The National Vice President contributes to the achievement of the RNZRSA's purpose of supporting veterans and their whānau through the pillars of Remembrance, Support and Advocacy and assists in advancing the RNZRSA Modernisation Programme and strategic objectives.

Key Responsibilities

1. Constitutional Responsibilities

The National Vice President shall:

- Represent the RNZRSA at a national level as requested by the National President.
 - Be one of the public faces of the Forum at a national level
 - Support and provide leadership within the Presidents' Forum.
 - Represent the Members, including advocating on matters relevant to the Members with the Chief Executive and other relevant authorities in collaboration with the National President and Board Chair
 - Chair General Meetings when requested by the National President.
 - Represent the National President at commemorative, ceremonial and official events.
 - Act on behalf of the National President when delegated to do so.
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2. Strategic Leadership

The National Vice President will:

- Support implementation of the RNZRSA Strategic Plan.
 - Assist in promoting organisational unity, cohesion and member engagement.
 - Contribute to strategic discussions regarding the future direction of the RNZRSA.
 - Support initiatives that improve organisational sustainability and relevance to future generations of veterans.
 - Champion the RNZRSA Modernisation Programme and constitutional reform objectives.
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3. Membership Representation and Advocacy

The National Vice President will:

- Act as an accessible representative for Member Associations and Affiliates.
- Maintain regular engagement with Districts, Associations and members.
- Identify emerging issues affecting veterans, whānau and RSA organisations.

- Advocate for improved services, support systems and outcomes for veterans.
 - Facilitate constructive dialogue between Members, the Presidents' Forum, the Board and National Office.
 - Support the development of a strong and inclusive membership culture.
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4. Governance Support

The National Vice President will:

- Promote high standards of governance, integrity and accountability throughout the RNZRSA.
 - Support effective functioning of the Presidents' Forum.
 - Assist the National President in maintaining productive relationships between the Board, Forum and National Office.
 - Support constitutional compliance and adherence to RNZRSA policies and bylaws.
 - Encourage sound governance practices across Member Associations.
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5. Stakeholder Engagement

The National Vice President will:

- Represent RNZRSA with government agencies, veteran organisations, community groups and strategic partners as delegated.
 - Promote positive relationships with New Zealand Defence Force, Veterans' Affairs New Zealand and other veteran-support organisations.
 - Foster collaborative relationships that enhance services and opportunities for veterans and their whānau.
 - Support communication and engagement initiatives that strengthen the RNZRSA brand and reputation.
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6. Remembrance and Ceremonial Duties

The National Vice President will:

- Support national remembrance initiatives and commemorative activities.
- Represent the RNZRSA at Anzac Day services, commemorations, funerals and other memorial events when required.

- Uphold the traditions, values and heritage of the RNZRSA while supporting contemporary approaches to remembrance.
 - Promote understanding of military service and sacrifice within New Zealand communities.
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7. Leadership Expectations

The National Vice President is expected to demonstrate:

- Integrity and ethical leadership.
 - Commitment to the welfare of veterans and their whānau.
 - Respect for the constitutional governance framework of RNZRSA.
 - Professional conduct and accountability.
 - Sound judgement and decision-making.
 - Effective communication and relationship management.
 - Collaboration and teamwork.
 - Cultural awareness and commitment to inclusiveness.
 - Strategic thinking and future-focused leadership.
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Key Relationships

Internal

- National President
- Board Chair
- RNZRSA Board
- Presidents' Forum Members
- Chief Executive
- National Office Staff
- Member Associations
- Affiliate Organisations

External

- Veterans and their whānau
- Veterans' Affairs New Zealand

- New Zealand Defence Force
- Government Ministers and Officials
- Community and Veteran Organisations
- Remembrance and Heritage Organisations
- Funding and Strategic Partners

Eligibility Criteria

All proposed Officeholders must, prior to their election or appointment as an Officeholder:

- Consent to being appointed as an Officeholder in accordance with the RNZRSA Constitution;
- Certify that they are not disqualified from becoming an Officeholder in accordance with the Constitution or applicable law; and
- Be approved by the relevant Selection Committee and/or Eligibility Committee as satisfying the applicable Eligibility Criteria set out in Schedule One of the RNZRSA Constitution.

All Officeholders must continue to comply with the Eligibility Criteria set out in the Schedule One of the RNZRSA Constitution.

A National Vice President must:

- Bring mana to the position of National Vice President;
- Comply with any applicable requirements set out in the Constitution or Bylaws in respect of such office;
- Not cause the RNZRSA or the Board to fail to comply with the requirements of the Constitution or the Bylaws;
- Not be disqualified from being an officer of a registered charity under the Charities Act 2005, or an officer of an incorporated society under the Charities Act (whether or not these requirements apply to the office of National Vice President); and
- Be a “fit and proper person”, which is a term that describes an assessment of an Individual Person’s competence and suitability for a specific role, occupation or privilege in accordance with clause 4 of Schedule One of the RNZRSA Constitution v118.

Performance Indicators

Success in the role may be measured through:

- Effective representation of RNZRSA and its members.
- Positive engagement with Member Associations.
- Contribution to Forum effectiveness and organisational cohesion.
- Support for strategic and modernisation initiatives.
- Quality of stakeholder relationships.
- Visibility and effectiveness in advocacy activities.
- Leadership demonstrated during official and ceremonial duties.
- Maintenance of high standards of governance and professionalism.

Authority

The National Vice President exercises authority only as delegated by the RNZRSA Constitution, the National President, the Presidents' Forum, the Board, or through approved policies and governance instruments.

The role does not possess independent executive authority over staff or operational activities unless specifically delegated.

Review

This Position Description shall be reviewed every three years, or earlier if required by constitutional amendment, governance review, or Board resolution.

Approved by: RNZRSA Board

Date Approved: _____

Review Date: _____