

MThNZ Executive Officer

Independent Contract Position Description

Position	
Position	MThNZ Executive Officer
Reports to	MThNZ Council Chair
Liaises with	MThNZ Secretariat Chair, President and other contractors
Direct reports	None
Date updated	September 2025

MThNZ Values	
Live / Ora	Promoting and working towards sustainability and balanced overall well-being,
Reciprocity / Whanaungatanga	Fostering relationships that are connected, reciprocal and inclusive
Creativity / Auahatanga	Celebrate our diversity, passion, spark and vitality
Professionalism / Te Taumata	Supporting and advocating for the highest quality evidenced based ethical practice with integrity and confidence

Overall Purpose of the Role	
Role Summary: To oversee and carry out executive, governance and administrative functions, financial management, event management and communications work for Music Therapy New Zealand.	

Key Interactions	
Internal	MThNZ Council; MThNZ Council Secretariat; MThNZ Working Groups, MThNZ Regional Liaisons; New Zealand Music Therapy Registration Board and Registrar; New Zealand Journal of Music Therapy (NZJMT) Editorial Team; Music Therapy New Zealand Members
External	New Zealand School of Music (NZSM) at Victoria University of Wellington (VUW); Auditor; Financial Advisors; Legal Advisors, Digital Stream (website), Music Therapy stakeholders organisations (e.g. hospices, schools, prisons, and allied health organisations, government and NGOs), World Federation of Music Therapy, media and public relations firms and General Public.

Key Accountabilities	
Accountability	
Health, safety and wellbeing	● Observe health, safety and environment rules and procedures at all times in the various working environments MThNZ operates in (e.g., home office, meeting venues, etc.). ● Actively support the implementation of MThNZ's Health, Safety and Wellbeing Policy. ● Ensure all MThNZ run events are clear as to H&S protocols that operate on the site for all attending. Report concerns, incidents or breaches of health, safety and wellbeing to the Chair in the knowledge that this will be kept confidential if required. ● Report all accidents, incidents, near misses and unsafe conditions including defective items of any MThNZ office equipment within required timeframes. ● Cooperate with any investigation into any incident, accident, unsafe condition or unsafe act.

Support for Council	• Prepare Council and Secretariat meeting agendas with the respective Chairs and circulate in advance of meetings, actively considering forward planning to meet the annual and strategic plan and statutory requirements. • Present the strategic plan at each Council meeting and report on progress. • Report on engagement and responsiveness to include te Tiriti o Waitangi principles in the organisation, including a report to the AGM. • Take and distribute minutes for all Council meetings. • Prepare, collate, and distribute reports for Council meetings • Manage the logistical elements of all meetings (room booking, catering etc.) • Ensure all documents and reports are filed in a timely manner on the shared google drive, including ensuring that individual access to the drive is kept up to date • Ensure documents use required file format for them to be lodged with the Alexander Turnbull Library; ensure active policy in lodging material annually as agreed in the Archives Policy • Provide administrative support for Council Working Groups • Work with any additional administration support contractors to ensure efficient and effective delivery of workloads
Financial Administration	• Responsible for the timely preparation and issuance of invoices and the receipting of payments made to MThNZ, including liaison with the Registrar for annual registration payments and invoices. • Responsible for co-ordinating the development and finalisation of the annual budget • Responsible for maintaining accurate and complete financial transactions records in the MThNZ accounting system Xero and maintain accurate files in google drive. • Completion of management accounts for reporting and approval at MThNZ Secretariat and Council meetings, including all payments and credit card payments. • Responsible for liaising with our external accounting advisors and auditors to ensure all Accounting Policy and Reporting Standards requirements are met. • Responsible for liaising with the appointed financial adviser to MThNZ for all investment and banking advice. • Responsible for producing the MThNZ Annual Performance Report and obtaining any required audit clearance within the

	prescribed timeframes in conjunction with MThNZ accountants.
Communications	Actively engage with music therapy stakeholders and be aware of changes to the regulatory and political landscape that may impact music therapy services and delivery, including with AHANZ (Allied Health Aotearoa NZ) • Receive all media enquiries and liaise with the Chair for an appropriate response. • Maintain and regularly update the MThNZ website as required. • Produce Music Therapy New Zealand's newsletters (MusT and The Pulse) and consider other media promotions/channels throughout the year • Actively look for ways to promote music therapy in New Zealand and increase membership through events, careers expos, media and other channels • Receive and action (or seek appropriate input to respond on behalf of MThNZ) all incoming emails and/or correspondence within 48 hours of being received (excluding weekends and public holidays). • Maintain a record and report on all significant correspondence including filing on google drive. • Support the editorial team of the New Zealand Journal of Music Therapy (NZJMT) to publish the Journal through liaison with printers and other such tasks • Assist as required with distribution of the NZJMT in conjunction with the Co Editors including making available to members links to digital version of the Journal. • Regularly maintain the MThNZ Facebook/Instagram pages, respond to enquiries, and develop content and audience for the page. • In conjunction with our IHC liaison support the collection of MThNZ materials held at the IHC Library. • Coordinate the editing, design and distribution of MThNZ documents and publications such as the MThNZ Council Handbook and resource information for graduates.

Membership	● Maintain the MThNZ membership database including new memberships and membership renewals, including new requirements under the Incorporated Societies Act 2022. ● Add, maintain and update Regional Membership lists and inform Regional Liaisons of any changes as they occur. ● Send regular update emails to members with notices and news (through Must, The Pulse, the website and by email). ● Report membership numbers to each Council meeting. ● Actively consider all subscription categories and fees and provide advice on annual changes to include in the budget. ● Actively look for opportunities to increase and maintain membership.
Events	● Provide administrative and organisational support for all MThNZ events such as Music Therapy Week, MThNZ Conference, Symposium or Hui. ● Manage and co-ordinate all events, including promotion ● Prepare, collate, and distribute reports for MThNZ AGM, ensuring statutory requirements are met. ● Manage the logistical elements of the MThNZ AGM (room booking, catering etc.)
Compliance	● Ensure that all operations are conducted in accordance with relevant policies, procedures, agreements and legislative requirements. ● Prepare and file the annual return to the Incorporated Societies Office and to Charities Services.
HR	● Administer the recruitment process for any other contractors. ● Prepare and co-ordinate contracts for other independent contractors, including any annual update of contracts or rates.
Confidential Information and Property	● Any and all MThNZ confidential information must always be kept strictly confidential and must never be used or attempted to be used for personal gain or the gain of any other person.
Other	● Other work-related tasks as may be mutually agreed with the MThNZ Council Chair as required.

Behavioural Competencies	
Core Competency	Description

Customer Focus and Service Excellence	• Dedicated to meeting internal and external customers and /or stakeholder's expectations and requirements. • Act with the customer foremost in mind. • Establish and maintain effective relationships with internal and external customers and gain their trust and respect.
Working Together	• Acknowledges people and the value of their contribution to work. • Makes their own contribution to work and to the work of colleagues in a manner that is relevant to the bigger picture. • Commands respect from others for their commitment to constructive and co-operative relationships. • Speaks up when they see an opportunity for new educational and promotional opportunities, improvement in communications and processes, risk management, or other opportunities for improvement.

Living our Core Values	• Leads and or interacts with others consistent with our values and behaviours. • Develops an environment where people can develop trust in each other through behaviours consistent with the organisation's values. • Understands and promotes cultural diversity and our commitment to te Tiriti o Waitangi.
Concern for Quality	• Consistently meets or exceeds agreed standards. • Ensures focus is given to delivering a high-quality service.

Personal Accountability and Effectiveness	• Holds self and others accountable for achieving results. • Takes responsibility for getting things done in ways that balance competing needs. • Includes the process of setting measurable objectives, speed of delivery and resourcefulness in overcoming obstacles and communicating proactively in the event competing needs or priorities and changing conditions impact on ability to meet timeframes.
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Planning and Organisation	• Effectively plans activities and events in order to accomplish an agreed goal or target. • Sets priorities, allows appropriate time for work to be
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	achieved and seeks advice when targets will not be met ● Manage the relationships and time sequences between events.
Administrative Efficiency	● Successfully manages administrative systems and functions in an efficient, effective and accurate manner. ● Understands the need for detail to be accurate and complete. ● Can prioritise workload and be proactive in communicating such priorities. ● Uses systems and resources appropriately. ● Is willing to ask for advice in order to understand and deliver agreed outcomes and outputs.

Skills / Experience and Competencies

Licences / Qualifications	● Related Tertiary qualification or recognised prior learning experiences.
Skills / Experience	● Minimum of five years' administration/executive and accounting experience and an understanding of the principles of good governance ● An understanding of Te Tiriti o Waitangi and fostering partnership and relationships with te ao Māori. ● Intermediate computer skills with literacy in Word, Excel and PowerPoint, Xero, introductory graphic design skills, and website management ● Event management experience ● Communication strategy and delivery experience
Competencies	● Demonstrates an understanding of personalities and behavioural styles in order to work collaboratively with a variety of people. ● Able to work to deadlines and adapt to changing conditions. ● A working knowledge of budgeting, financial reporting and accounting systems. ● Can quickly establish credibility and respect and build strong working relationships with Council Members and external advisors. ● Able to plan, manage and coordinate events with a high level of competency ● Knowing when to seek advice and get support from others. ● Experience in delivering complex messages to internal and external stakeholders across a variety of media.

	• A basic understanding of and an empathy for music therapy and an understanding of the work carried out by music therapists
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