



Te Ao Māramatanga
New Zealand College of Mental Health Nurses (Inc.)
Partnership, Voice, Excellence in Mental Health Nursing

ROLE DESCRIPTION

Role of **immediate past president/ex officio president** Te Ao Māramatanga
New Zealand College of Mental Health Nurses

Objective of the Role

To ensure an effective handover of information and relationships from the outgoing president to the incoming president.

Time frame – initial 6 months

Focus

1. Relationships with Stakeholders.

Effective relationships take time to develop and the handover of relationships must be managed with respect to ensure that the College and key stakeholder relationship are retained. Assessment of each relationship will result in a plan which may include handover by letter, email or in person or by a combination of both.

2. Strategic – transition.

The strategic plan is the basis of the strategic direction of the College. Historical context will be handed over during discussion on the strategic direction/plan for the College

3. Governance – transition

The structure of the College has developed over time. Key roles and the relationship between key roles will be shared. The difference between the governance and operational roles will be clarified.

4. Operational – transition

Projects will be identified and handed over in a planned manner. The immediate past president may be the best person to complete a time limited project that spans the handover period. Other options may include a shared responsibility for projects with a handover of responsibility during the transition period.

5. Mentoring

Support and information sharing as described above

Timeframe 6 month to 1 year

Focus

Mentoring - support and information sharing on an as required basis

Longer time frame

Ongoing role of consultation particularly with respect to strategic College direction and activities.