



Executive Director

New Zealand Speech-language Therapists' Association (NZSTA)

About NZSTA

The New Zealand Speech-language Therapists' Association (NZSTA) is the national professional body for speech-language therapists in Aotearoa New Zealand. Our members work across health, education, disability and justice settings, supporting people with communication and swallowing needs across all stages of life.

Our mission is to be the leading force in advancing speech-language therapy, promoting equity, innovation and excellence in communication and swallowing for all people in Aotearoa. Our vision is: *"Empowering voices, enhancing lives — through leadership, standards, and trusted professional practice."*

NZSTA is a Te Tiriti o Waitangi–honouring, membership-based organisation. Our values of aroha, whanaungatanga, kotahitanga, rangatiratanga and wairuatanga guide our work.

Position Overview

Reports to: NZSTA Board via co-presidents

Location: Home-based role. The executive director is expected to operate remotely from a location within New Zealand and be available for periodic in-person engagements.

Direct reports: Line manages the member engagement co-ordinator.

Works in close partnership with the kaumātua and secretariat, and contractors or project-based roles.

Employment type: Part-time, 30 hours per week.

Purpose of the Role

The executive director is responsible for the effective leadership, operational management, and strategic advancement of the New Zealand Speech-language Therapists' Association (NZSTA), with a strong focus on Te Tiriti o Waitangi, equity, and member value. The role ensures that NZSTA remains a high-performing, member-focused, and influential professional body that supports and promotes the profession of speech-language therapy in Aotearoa New Zealand.

Key Responsibilities

1. Governance and Board Support

- Provide expert advice and guidance to the Board on governance matters, including compliance with rules and policies.
- Prepare the agenda and papers for Board and Annual General Meetings (AGMs), including ensuring accurate record-keeping through delegated administrative support.
- Support the nomination and election process and coordinate Board orientation and training.
- Facilitate strategic planning processes and monitor implementation progress.
- Provide regular reporting to the Board on performance against strategic and operational objectives

2. Organisational Leadership and Administration

- Lead day-to-day operations and manage organisational performance in alignment with strategic goals.
- Maintain effective office systems, including financial, legal, IT, and storage infrastructure.
- Oversee all financial operations (including budgeting, reporting, GST, and investment monitoring) and ensure appropriate delegated financial processes are in place (e.g. bank reconciliations, accounts payable/receivable).
- Ensure that insurance coverage and risk management processes are in place and up to date.

3. Membership Services

- Ensure efficient delivery of membership services, including database management and member communications.
- Ensure timely, high-quality responses to member inquiries and onboarding, delegated to the appropriate personnel or systems.
- Oversee communication strategy and supervise content development and distribution.
- Ensure regular engagement with members through emails, surveys, and events.

4. Communications and Public Relations

- Develop and maintain NZSTA's branding and public image.
- Oversee the management and regular updating of the website and social media.
- Develop and implement communication strategies to engage members, stakeholders, and the public.

5. Stakeholder and Government Relations

- Build and maintain relationships with key stakeholders, including government agencies, allied health partners, and funders.

- Represent NZSTA at relevant meetings and forums.
- Provide leadership on issues management and advocacy efforts.

6. Continuing Professional Development (CPD)

- Coordinate national and regional CPD events to support member development.
- Collaborate with committees and regions to deliver high-quality CPD opportunities.
- Maintain oversight of CPD planning, logistics, and evaluation.

7. Operational Committee Collaboration

- **Maintain strong communication channels with NZSTA's operational committees.**
- **Support committee chairs in planning and execution of their work plans.**
- **Ensure committee activities align with organisational goals, policies, and budget.**
- **Facilitate reporting and knowledge sharing between committees and the Board.**

8. Regulatory and Professional Standards

- Oversee self-regulatory functions to uphold ethical and professional standards.
- Support relevant operational committees (e.g. Ethical Standards & Complaints, Professional Standards).
- Ensure professional standards and guidelines are current and evidence-based.
- Lead on professional credentialing, disciplinary matters, and scope of practice.
- Act as a key contact for regulatory matters with external stakeholders.

9. Strategic Initiatives and Innovation

- Lead the development and implementation of digital infrastructure, including IT, databases, and communication platforms, and champion continuous improvement in how NZSTA uses technology to serve members.
- Identify and pursue business development opportunities and partnerships to enhance the association's reach and sustainability.
- Drive continuous improvement and innovation across all areas of the organisation.

Key Relationships

- NZSTA Board and Committees
- NZSTA Members

- Ministry of Health/Ministry of Education and other government agencies
- Allied health organisations and partners
- Business service providers and contractors

Person Specification

Essential

- Demonstrated strategic leadership in a professional, member-based or non-profit organisation.
- Strong organisational, administrative, and financial oversight skills.
- Proven experience working with governance boards and operational committees, with a sound understanding of good governance practice.
- Exceptional written and verbal communication skills.
- Strategic thinking with the ability to translate vision into operational delivery.
- Knowledge of Te Tiriti o Waitangi and commitment to bicultural practice in Aotearoa New Zealand.
- Commitment to advancing equity, inclusion, and culturally responsive practice.
- Demonstrated ability to engage and build relationships with diverse stakeholders.
- Understanding of professional self-regulation and experience working within or alongside regulatory or credentialing frameworks.

Desirable

- Experience within a health, education, or not-for-profit environment.
- Experience in, and understanding of, membership-based professional associations or peak bodies (for example, how they create and communicate member value, deliver CPD, and advocate on behalf of members).
- Familiarity with the speech-language therapy profession and/or allied health sector in Aotearoa New Zealand.
- Experience leading remotely based teams and working effectively in a virtual environment.