



GWN Network Representatives Role, responsibilities and recognition

(Last updated on 8 July, 2019)

The Government Women's Network (GWN) is an "umbrella" for all employee led women's networks in central and local government throughout New Zealand. Women's networks are self-directed and establish their own 'operating/management model' working with people in their network to identify the areas of interest, priority areas to focus on and the activities, and events for each year.

To maximise the effectiveness of the GWN, the GWN paid staff must work closely with the Network Representative (Network Rep) from all women's networks to ensure there is an active flow of communications.

Please identify one or two network reps for each network, regardless if the network is just forming or very mature.

This document sets out some core tasks that Network Reps need to undertake.

What is the role of a network rep

The Network Rep supports both the agency's network and the Government Women's Network (GWN) to succeed.

The Network Rep is an ambassador and champion for their women's network and works well with the Network's committee and working group members and GWN.

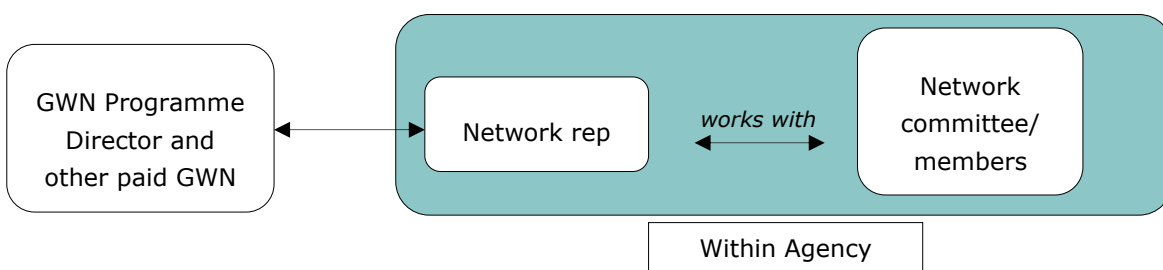
The GWN Network Rep is a key contact person/information conduit

Each women's network should appoint a Network Rep who is also member of the network's working group¹. The Network Rep may/may not be the Chair of the Network. The Chair of the Network may wish to share the work load.

The Network Rep is the key contact person/and person that shares information to and from their network with:

- people in their own women's network and agency
- GWN paid staff e.g. Programme Director
- other agency's women's networks e.g. MOJ, DIA, MBIE
- other employee-led agency networks e.g. Rainbow, Ethnic, Maori, Pasifica, Disability
- government agencies e.g. Ministry for Women or SSC, where relevant
- third parties (e.g. conference organiser seeking speakers)

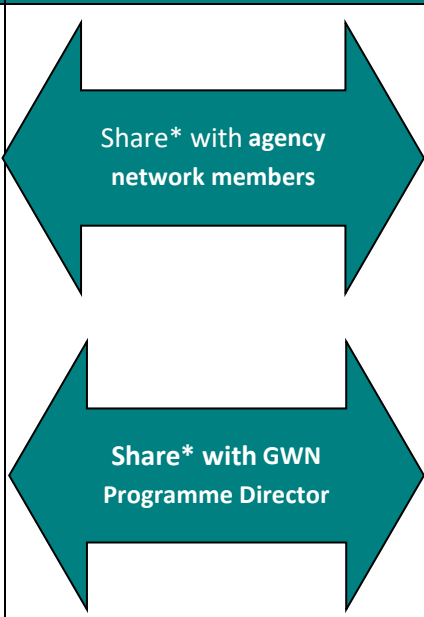
The Network Rep works closely with their own network's working committee/members.



¹ Some networks have Working Groups, called Committees, Sub-Groups for decision-making etc.

Through this sharing, GWN and the networks will become truly collaborative.

Examples of the type of information that is shared s listed below.

Information from the GWN Programme Director	GWN Network rep's actions	Information from the rep's Agency Network
<p>Future events</p> <p>Engagement opportunities with women's groups outside of government, where relevant</p> <p>Messages from women's networks that can be shared with other networks</p> <p>Information/articles about Government initiatives</p> <p>Opportunities e.g. secondments, focus groups, user-testing, surveys</p> <p>Submissions or policy reviews that the women in the network may wish to be involved with</p> <p>Success stories/case studies</p> <p>Resources developed by networks that can be shared with other networks e.g. Speed Mentoring Kit, powerpoint presentations, Youtube clips etc.</p>	 <p>*Prior consultation may be required with the network's working group e.g. relevance etc.</p>	<p>Activities or events held</p> <p>Success stories about agency's women or the Network/case studies</p> <p>Relevant information/research that the agency is doing e.g. draft policies, useful articles</p> <p>Messages that GWN could share with central agencies, senior officials in Government</p> <p>Job opportunities in the agency that may be of interest to women across the GWN network</p> <p>Future activities or events that other GWN network members could be invited to attend</p> <p>Opportunities for collaboration with GWN or other employee led networks</p> <p>Any challenges for their network</p>
<p>Women wishing to join the network</p>	<p>Welcome potential new members to their agency's network and explain how the network works and how it fits with GWN. Find out if women would like to join and how they would like to get more involved.</p>	
<p>Third parties wishing to contact the agency network e.g. potential speakers, other agencies.</p>	<p>Contact third party – possibly in discussions with your Network Working Group or management (if appropriate).</p>	

Methods of sharing the information

Please share all GWN updates with your members and in a timely way. Where appropriate, consult your working group, before sharing information with your network members.

Use the channel that is most appropriate/available for sharing the information with your network members e.g. intranet page or story, email*, Yammer, Facebook, noticeboard, announcement at next event, newsletter, poster, etc.

*Ideally email lists are kept up-to-date. This may be the responsibility of another member of your Working Group.

GWN website to be updated by the Network Rep

GWN has a website www.gwn.govt.nz. GWN has also developed the Employee Led Networks website (www.employeenetworks.govt.nz).

The Employee Led Networks website (ELN) is the one stop shop for information about public sector employee-led networks. Information about your network should be listed on this website including the names of Network Representatives, events, resources of use to your members or other networks and agencies, and network contact information (including a central contact email for the network).

Please keep GWN informed if Network Reps change so our database is kept current.

The ELN and GWN websites also have events calendars. Any events that the women's network is holding should be added to the calendar by the Network Rep (you submit a [GWN event listing](#), or [submit an ELN event](#) listing via their online forms) . This will allow people from other networks to view and possibly attend events and will help raise the profile of women's networks across government. It's also a good way of sharing information and resources (e.g. a PowerPoint file may be able to be shared with another network to repeat a presentation).

You can also submit resources of different types to [be listed on the ELN site](#). Some resources may be appropriate to add to the GWN site. To find out if your resource can be listed there, please email us at communication@gwn.govt.nz.

Event reviews

After holding your event, Network Reps are expected to submit an event review to share the key messages and presentation resources with other GWN members. You can submit an event review through our [event review form](#). Event reviews should include an event summary, information about the presenter, images, and documents for download if available.

LinkedIn Closed Group

Network Representatives will be expected to interact via GWN's LinkedIn closed group. Important information and exchange of ideas and support will be exchanged in this forum to help keep our communications efficient and targeted to the right audiences. You can also use this channel to engage with other networks and network reps. This group will help us increase our reach across sector agencies and improve visibility for other network activities and needs.

You should be able to find the group by searching [LinkedIn groups](#) for 'GWN NZ Network Reps' and requesting access. Alternatively, you can connect with Liz Chin or Kerri Du Pont and send a message requesting access and we'll send you an invitation to join the group.

Agency recognition

Undertaking the role of the Network Rep requires support and cooperation from your manager, supervisor and ideally team colleagues.

The agency's Network Sponsor or the GWN Governance Group may assist the women's network or Network Rep to help to make the case for the role being undertaken as part of their job.

GWN recommends that the Network Rep roles and responsibilities are included in the person's performance development plan. An example of a statement that could be included in a performance plan is as follows:

Contribute to increasing employee awareness about the women's network, its goals and priorities by helping to share information, promote and arrange organisation-wide seminars, with target of xx events per quarter to contribute to women achieving their potential at work.

Workload

The amount of work for the Network Rep reflects the needs of the network. To ensure the Network Rep is not over-loaded, the Network Rep role could be rotated on a 12-monthly basis and/or others co-opted to provide support as required.

Queries/feedback

If you have or any queries or feedback about this role or the GWN, please email enquiries@gwn.govt.nz