



MULTIPLES

HUTT VALLEY

Role Description: Secretary

Purpose of the role:	• Responsible for overseeing the correspondence and communications of the organisation and volunteer team. • Provides administration for governance and compliance requirements
Key tasks & responsibilities:	• Holds all historic and non-financial paper-based records • Administers the Google Drive & Email addresses • Manages the folder structure for filing of all shared documents • Attends monthly volunteer team meetings and takes minutes. • Distributes meeting minutes within 2 weeks of the meeting. • Ensure all email correspondence to the secretary account is dealt with promptly and professionally. • Submits annual Charities return documentation • Submits annual Incorporated Societies documentation • Prepares and circulates Annual General Meeting documentation • Attends and takes minutes at the Annual General Meeting.
Personal skills and attributes	• Good communication skills. • Some level of computer literacy. • An interest in helping people. • The ability to communicate easily with people from diverse cultural backgrounds. • The ability to handle sensitive and confidential information and situations. • To make a commitment to be available for the agreed monthly team meetings. • To be reliable and punctual.