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| **POSITION DETAILS** |
| **POSITION TITLE:** | Whangaroa Health Services Trust Board Secretary |
| **LOCATION:** | Work from Administration Office, Omanu Rd, Kaeo (or sometimes from home)  |
| **REPORTS TO:** | General Manager (and Board Chair) |
| **DIRECT REPORTS:** | Nil |
| **STRUCTURE:** | Flexible. Approximately 10 hours a month. Contractor or Casual Employee contract. |
| **PURPOSE:**To support the achievement of the Whangaroa Health Services Trust Board strategic objectives through the provision of high quality, well organised secretarial support to the Board and Board Sub Committees. |
| **KEY ACCOUNTABILIITES** | **KEY PERFORMANCE INDICATORS** |
| 1. Board and Committee Meeting Support.
 | * Agendas are prepared – in consultation with the Chair or Manager.
* Agendas, minutes and Board papers are collated and distributed in a timely manner (at least 4 days before a meeting).
* The quality and completeness of papers meets the Board’s and Manager’s expectations of accuracy and conciseness.
* All Board and subcommittee meetings are attended as required.
* Minutes and actions are recorded in the required format and distributed in a timely manner.
* Actions arising from previous meeting reports are arranged for each Board and Committee agenda.
* Venues, dates, times and hospitality for Board and sub-committee meetings are arranged as requested.
* Relevant information is forwarded to the Board or Manager as appropriate.
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| 1. Governance.
 | * Conflict of Interest Register is maintained.
* Training for Board Members is arranged as requested.
* Board induction packs are provided to new Board members.
* Board Member Profiles and Contact Details are maintained.
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| 1. Health, Safety & Wellbeing.
 | * Recognises individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015.
* Contributes to the minimisation of risk by ensuring that observance of all organisational safe work policies, procedures and instructions.
* Identifies hazards to which the organisation may be exposed and takes appropriate action accordingly.
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| 1. Other duties
 | * Carries out other duties as required from time to time.
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| **PERSON SPECIFICATIONS** |
| **ESSENTIAL** | **DESIRABLE** |
| Experience:* Board secretarial experience.
 | * Experience with the Charitable Trust Register
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| Skills, Knowledge and Abilities:* Strong organisational and planning skills.
* Excellent written, presentation and communication skills.
* IT Proficiency in use of Microsoft suite of software products.
* Can maintain confidentiality on relevant matters.
* Good working knowledge of Whangaroa Health Services Trust Trust Deed
 | * Lives within the Whangaroa Health Services Trust geographical area
* Understanding of Māori tikanga
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| Personal Attributes:* Understand and respect the Trust’s values and vision.
* Ability to prioritise own workload and to manage own time efficiently.
 | * Highly organised and motivated individual requiring minimal supervision.
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