|  |  |  |
| --- | --- | --- |
| **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. | |
| 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. | |
| 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. | |
| 1. Other duties | * Carries out other duties as required from time to time. | |
| **PERSON SPECIFICATIONS** | | |
| **ESSENTIAL** | | **DESIRABLE** |
| Experience:   * Board secretarial experience. | | * Experience with the Charitable Trust Register |
| 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 |
| 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. |