

# PROJECT JONAH

## NEW ZEALAND

### Role Description – **Secretary**

The Secretary is responsible for the administration of the committee to ensure committee meetings and the Annual General Meeting are arranged and recorded as well as other functions to ensure smooth running of the committee. This volunteer role might also be a member of the committee with responsibilities for governance and strategy of the organization.

#### **Desirable Attributes:**

- Good organisational skills
- Computer skills – strong working knowledge of Xero, Excel and accounting systems
- Ability to maintain accurate records
- A sound understanding and empathy for marine mammal welfare and the marine environment
- Prepared to promote the organisations work in personal and professional networks
- Honest and trustworthy
- Strong communication skills
- Be able to commit, on average, 1-2 hours per week, plus be available for Committee meetings on week-day evenings in central Auckland (6-8 times per year)

#### **Specific duties include but are not limited to:**

- Record and minute the committee meetings and the Annual General Meeting
- Prepare agenda in consultation with the Chair and the General Manager
- Arrange suitable venues for meetings
- Distribution of agendas, minutes and other papers necessary for the Committee.
- Perform as returning officer at Annual General Meeting
- Maintain confidentiality
- Other necessary processes as they arise

**Good for:** Skilled volunteering

**Interested in:** Administration, Governance, Project Management

**Requirements:** Experience of administration processes vital and use of word processing and diary software. Passion for cause.

**Training:** Specific knowledge, practices and procedures of the charity will be provided once in the role.

**Reimbursement:** Nil