

Te Awarua O Porirua Harbour and Catchments Community Trust

**Secretary, Te Awarua O Porirua Harbour and Catchments Community Trust**

Current as of September 2021.

**Volunteer Role Description:**

The Secretary provides administrative services to the Porirua Harbour and Catchments Community Trust

**Estimated Time Commitment Required**

The estimated time commitment required as the Secretary of PHACCT is 10 hours per month. Meetings are usually held in the WINZ Community Room, Lydney Place, Porirua, commencing at 4pm on the first Tuesday of each month and normally last between 60 – 90 minutes. Online meetings may be held if required (e.g. pandemic lockdowns)

The Secretary is appointed for a period of 2 years.

## Responsible To

The secretary is directly responsible to the Chairperson.

## Responsibilities and Duties

The Secretary should:

* Prepare the agenda for committee meetings in consultation with the Chairperson
* Make arrangements including venue, date, times and hospitality for meetings
* Send adequate notice of the meetings
* Collect and collate reports from office bearers
* Call for and receive nominations for committees and other positions for the AGM
* Take the minutes of meetings and identify action points
* Write up the minutes as soon as possible after the meeting
* Follow up on the action points from the previous meeting
* Clear the mail-box (or delegate this) reasonably regularly and advise the chair or the treasurer of relevant correspondence
* Monitor the gmail address and follow up where appropriate
* Collect, read, reply and file correspondence promptly
* Maintain files of legal documents such as Trust Deed, contracts for service
* Arrange appropriate filings required by Charities Commission
* Other miscellaneous duties as agreed with the Chairperson

## Knowledge and Skills Required

Ideally the Secretary is someone who:

* Can communicate effectively
* Is well organised and can delegate tasks
* Can maintain confidentiality on relevant matters
* Can gain and maintain a good working knowledge of the constitution as per the Trust Deed.

**Reimbursements for expenses**

This is a non-paying voluntary role. Any reasonable expenses authorised in advance by the Chairperson and Treasurer will be reimbursed on production of receipts.

This role description will be reviewed every two years, or at the request of the trustees or the secretary.