

SYHPANZ

Role Description Secretary

1. Role

To ensure the affairs and meetings of the Society are recorded in an accurate manner and according to the Constitution.

2. Desired skills and attributes

- Organisational skills
- Understanding of and commitment to the organisation's vision and mission
- Ability to prepare effective agendas and minutes of meetings
- Ability to gift approximately 2 hours a week to the performance of the role

3. Outcomes

This position reports to the Chairperson of SYHPANZ.

4. Responsibilities

1. Ensure accurate copies of the minutes of all Executive Committee meetings are kept;
2. Ensures that meetings are only held with a quorum in attendance;
3. Ensures an accurate record is kept of all motions and decisions at a meeting;
4. Maintain a list of attendance at Executive Committee meetings;
5. Keep copies of SYHPANZ Constitution and policies;
6. Distribute minutes of a meeting within one week of that meeting occurring;
7. File any amendments to the constitution and other incorporating documents to the Registrar of Incorporated Societies, Ministry of Economic Development promptly;
8. Ensure members of SYHPANZ are given appropriate notice of any meetings;
9. Give an appropriate hand-over to a new Secretary upon completion of appointment;
10. Participate as a member of the Executive Committee; and
11. All of the responsibilities of an Executive Committee member.

5. Executive Limits

1. As delegated by the Executive Committee.
2. To operate within the Constitution of SYHPANZ.
3. To operate within the financial guidelines of SYHPANZ.
4. To operate within the policies of SYHPANZ.

6. Term of Office

The term of office for the Secretary of SYHPANZ is a period of one year.

7. Performance Evaluation

The performance of a Secretary is evaluated annually by the Executive Committee. Performance is measured on the achievement of roles stipulated in this role description.