

Secretary Job Description

New Zealand Nurses Organisation College of Stomal Therapy Nursing

Purpose of Position:

The NZNOCSTN Secretary is responsible for supporting the chairperson in ensuring the smooth functioning of the Executive Committee. They are responsible for:

- The management of the NZNOCSTN records
- Act as a facilitator between the Executive Committee and the College membership
- Maintain clear and open communication between the Executive Committee, the Professional Nursing Advisor (PNA), Administration Support staff and the College Membership.

Position in Organisation:

The NZNOCSTN Secretary is responsible to NZNO, the NZNOCSTN Executive Committee and the college membership.

Terms of Appointment:

The Secretary is an elected member of the Executive Committee and volunteers/appointed by the committee into the secretarial role for a two year period. The two year term is concurrent with the membership of the Executive Committee.

If re-elected for a second term of service on the NZNOCSTN Executive Committee renewal of the secretarial role is by mutual agreement between the Committee and the Secretary.

Termination of Appointment:

Termination of the Secretary position is by resignation in writing to the Chairperson or by non-selection at the next Executive Committee election or completion of the term.

Person Specifications:

The NZNOCSTN Secretary will be/have:

- An active NZNOCSTN Executive Committee member
- Motivated and committed to the Secretarial role for the NZNOCSTN
- Honest and reliable
- Professional and able to respect confidences
- Able to complete tasks in a timely manner
- Effective and clear communication skills (verbal, written, electronic)
- Effective organisational skills/ability and good time management
- Able to work autonomously but in collaboration with the Executive Committee and NZNO
- A team member
- Adaptable and flexible in a changing environment
- Committed to working within the parameters of the Treaty of Waitangi framework.

Key Tasks and Responsibilities:

- Work closely with Chairperson to assist in the running of meetings:
 - Development of agenda, order of business and items to be discussed and distribution of these
 - Ensure notice of meeting, minutes of last meeting, any papers required for discussion, copy of agenda are distributed to Executive Committee members in a timely manner prior to scheduled meeting
 - Attend meeting with appropriate paper work
 - Record names of attendees and apologies
 - Read the previous minutes
 - Record minutes per NZNO guidelines for current meeting being attended ensuring action points are highlighted and person responsible for action is clearly identified, Executive Committee and College BGM meetings
 - Ensure Chairperson has covered all agenda items
 - Establish agreed system for signing of meeting minutes by chairperson
 - Following meeting; prepare draft copy of minutes for Chairperson to approve
 - Distribute minutes to Committee Members.
- Book meeting venue for face to face meetings
- All college correspondence, inward and out
- Maintain an accurate record of College membership

- Send out thank you/acknowledgement letters as required, particularly following the Biennial Conference
- Receiving official inward and outward correspondence of the college ensuring Chairperson is aware if immediate action required
- Sending welcome letters to all new NZNOCSTN members
- Liaising with NZNO administrator for clerical advice/assistance
- Records to be archived at NZNO
- Familiar with the NZNO Section and College Handbook – Secretary role

Checklist for New Secretaries:

- Advice and/or coaching from PNA and previous Secretary on role and responsibilities
- Know how to contact the Administrator, Librarian /Records Manager
- Access minutes template on committee resources
- Check if there any records that need to be archived at NZNO.