

NZANLP Secretary Role Description

Title	Secretary
Accountable to	NZANLP President and Leadership Team
Functional relationships	Leadership Team (Committee) Registration Board Administrator Website Administrator NZANLP members
Position Purpose	The role of the secretary is to support the President in ensuring the smooth functioning of the Leadership Team
Reporting requirements	Monthly Minutes and AGM Minutes
Criteria	The Secretary would be a Member of NZANLP
Time Commitment	Approximately 8 hours per month

Responsibilities

Meeting Agendas and Minutes

- Prepare agendas for monthly Leadership Team meetings in consultation with the President
- Send meeting invites to Leadership Team
- Notify team that Agenda and Papers are in Dropbox prior to meeting
- Take Minutes, attach action points, upload to Dropbox and notify Leadership Team
- Maintain governing documents and requirements for Incorporated Society status

Correspondence

- Respond to Enquiries from the website or by phone
- Maintain a caller/email log
- Develop FAQ sheets for Enquiries
- Draft correspondence for Committee business, eg with sister organisations

AGM

- Circulate agendas and minutes of the Annual General Meeting (AGM) and any special or extraordinary general meetings (14 days notification to members of the meeting)
- To receive and validate proxy votes (member includes a person attending as proxy for a member)
- To check that quorum is present (Double the number of the Committee plus one)
- Take AGM minutes and upload to Dropbox and notify Leadership Team

Fostering NLP excellence, professionalism and growth

- Upload draft annual report onto the website and communicate with members re Annual General Meeting

Maintain NZANLP Committee files

- Manage files on Dropbox
- Maintain Dropbox storage capacity