



Secretary

1. Purpose

The purpose of this role is for:

- The creation, maintenance and storage of all documents pertaining to the Waiatarua Residents and Ratepayers Association (WRRA)
- Transmission and receipt of formal communications of the WRRA.

2. Incumbent

Peter Casey 2020

3. Nature and Place of Role

- The members shall elect a Secretary of the Association at the Annual AGM held in the month of February each year.
- In the event that none of the elected Executive Committee members have the skills to or are not prepared to act as the Secretary this role may be appointed by the elected Committee on a yearly basis following the AGM each year. In this event the appointee will not be a member of the Executive Committee and therefore will not be entitled to vote on any resolutions.
- Abide by the powers of the Executive Committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the President and the members of the Association

4. Principle Duties and Responsibilities

The Secretary is responsible to:

- Ensure a true record of the proceedings of all meetings of the Association is created and kept.
- Ensure that all resolutions passed at such meetings are documented and communicated ASAP to the affected Party or parties.

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- Ensure that all papers and draft agenda items to be discussed and agreed at each meeting are received by the secretary 5 days prior to each meeting via email to committee@waiatarua.org.nz
- Ensure that the agenda and all papers to be discussed and agreed at each meeting are distributed to the Executive 3 days prior to each meeting via email to committee@waiatarua.org.nz.
- Ensure that the action items, minutes and other agreed documents are approved by the Chairman and conveyed to the Executive Committee within 1 week of each meeting via email to committee@waiatarua.org.nz.
- Ensure that the action items, minutes and other agreed documents are approved by the Chairman and conveyed to the Executive Committee within 1 week of each meeting.
- Have custody of all books, records and reports connected with the businesses of the Association and when necessary bring matters before such meetings as may be properly dealt with by them.
- Hold the Common Seal of the Association.
- Ensure mailbox is cleared on a regular basis.
- Ensure that the correspondence of the Association and any committees under its direction is conducted as required.
- Ensure that all financial members receive 21 days notice of the time and place of the Annual General meetings as set out in the Constitution.
- Ensure that nomination forms for Executive committee positions are made available to financial members during that same period.
- Ensure that nomination forms for Executive committee positions are received no later than two days prior to the AGM.
- Ensure that the nominated person is a financial member and that it is clear as to the committee position sought.
- Ensure that the President is in receipt of all documents to be presented at the AGM no later than the day prior.
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- Ensure that all financial members present at the AGM are registered and the number of votes counted prior to the opening of the meeting. Ensure that all family members are clear on their voting rights.
- If you cannot attend any meeting to ensure that the agenda and all of the reports, papers are conveyed to the place of the meeting and give due notice to the Chairman.

5. Hours required

- Prepare the papers for and attend eleven Executive Committee meetings each year. Approx 6 hours per month.
- Prepare the papers for and attend the Annual General meeting each year. Approx 10 hours.
- Receive and transmit formal communications including the preparation of all papers for and attendance at the monthly meetings 8 hours a month.
- Attend the AGM each year. Approx 5 hours

Total hours are approximately 110 hours per year.

6. Other Duties

The Secretary, as a member of the Executive Committee may be asked to contribute to planning activities, local events and other functions from time to time. They may also agree to chair a specific subcommittee or manage a particular outsourced role and as such be required to volunteer the extra hours required to complete this task.