

## **MESSAGE AOTEAROA NEW ZEALAND**

### **Te Rōpū Kaitiaki Officer Role Description: Secretary**

**Hours per week:** Approx. 5 hours includes a regular monthly General (Te Rōpū Kaitiaki) Meeting

**Term:** Two years and may be re-appointable.

**Responsibilities:** Te Rōpū Kaitiaki Secretary is a crucial role within our professional association. The individual in the role is instrumental in promoting transparency, accountability, and compliance within the organization. Their primary responsibilities revolve around:

1. Ensuring the professional association maintains good governance practices and with regard to legal and regulatory requirements, and
2. Facilitates effective communication between the Te Rōpū Kaitiaki, staff and administrators, members and other stakeholders.

#### **Te Rōpū Kaitiaki Support:**

- Organise materials for General, Annual and Special Meetings agendas to ensure smooth proceedings.
- Assist in the orientation and training of Te Rōpū Kaitiaki Officers regarding their roles, responsibilities, and legal obligations.
- Maintain accurate and up-to-date records, including minutes of meetings, contracts, and other legal documents.
- Assist in the development and review of governance policies and procedures in relation to best practice and emerging trends.
- Safeguard the corporate seal, if applicable, and ensure its proper use.

#### **Member and Shareholder Relations:**

- Manage communication and correspondence with Members and stakeholders.
- Support sub-committee or working party communication and reporting on request.
- Support relationship building with national and overseas related organisations and associations.
- Address shareholder inquiries and concerns and forward to the Te Rōpū Kaitiaki Officer for reporting or resolution of disputes when necessary.

#### **Regulatory Filings:**

- Support the successful completion of required regulatory filings to government agencies, such as financial statements, and tax returns.
- Oversee the successful completion of regulatory filings to government agencies, such as the Incorporated Society annual report.
- Ensure that all statutory filings are completed accurately and submitted on time.
- Maintain records of legal and regulatory documents, such as articles of incorporation, bylaws, licenses, and permits.

#### **Ethical Conduct and Disclosure:**

- Promote ethical behavior and a culture of transparency within the professional association.
- Oversee the professional association's code of conduct and ensure proper disclosure of material information to stakeholders.

**Professional Development:**

- Stay updated on developments in governance, legal requirements, and best practices.
  - Pursue continuous professional development and relevant certifications in governance and corporate secretarial practice.
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**All Te Rōpū Kaitiaki Officers shall have desired skills and attributes in the following ways:**

- Understanding of the role of governance in a not-for-profit organisation.
- Knowledge and skills in more than one area of governance: advocacy, corporate secretarial practice, cultural responsiveness, education, finance and fundraising, policy, publicity and marketing, and/or strategic planning.
- Contributions to and a commitment to the Constitution and Strategic Plan
- Adhere to the MANZ Code of Conduct for all Members.
- Be a good team player, and progress projects agreed upon by Te Rōpū Kaitiaki.

**All Te Rōpū Kaitiaki Officers are required to:**

- Be fully conversant with the MANZ Constitution and adhere to policies and procedures.
- Collaborate in governance decision making as regards the implementation of the Strategic Plan.
- Commit to honouring Te Tiriti o Waitangi and include this commitment in all facets of governance.
- Keep up with current legislation relevant to and applicable to the Professional Association.
- Disclose any Conflict of Interest as it arises during the Term of Officer of Te Rōpū Kaitiaki.
- In accordance with individual skillsets, oversee and lead a sub-committee or working group to help fulfil the annual Strategic Plan.
- Attend at least 80% of the total number of annual Te Rōpū Kaitiaki meetings to fulfil their role description.
- Have access to the internet, email and digital platforms used by Te Rōpū Kaitiaki.
  - Submit agenda items to Executive Administrator one week before each Te Rōpū Kaitiaki meeting.
  - Respond to Te Rōpū Kaitiaki correspondence promptly.
  - Include MANZ Co-Chairs and Executive Administrator plus relevant persons into emails for good information sharing, and to work cohesively within the team.
- On request, provide annual reports for the AGM, and working group or sub-committee project updates or contribute a report to the Magazine by the deadline.
- If terminating the role prior to the full term of the position, four weeks written notification to cease to hold office must be received by the Co-Chairs.
  - Facilitate handover of role to the relevant Te Rōpū Kaitiaki oncoming member.
- Pre-approval for all expenditure must be gained by the Te Rōpū Kaitiaki.
  - Send expenses to the Treasurer, including all receipts and invoices and cc. Executive Administrator.