



# Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

## Job Description

<b>Position:</b>	<b>Meeting / Minute Secretary</b>
<b>Team:</b>	<b>Safer Mid Canterbury Administration Team</b>
<b>Location:</b>	<b>Ashburton</b>
<b>Hours of Work:</b>	<b>An average of around 15 to 20ish hours per month</b>
<b>Date Issued:</b>	<b>May 2023</b>
<b>Reports to:</b>	<b>General Manager – Safer Mid Canterbury</b>
<b>Purpose:</b>	<b>The employee will attend meetings of Safer Mid Canterbury and associated agencies taking accurate and detailed minutes of those meetings and provide administration for these boards. Provide the treasurer function for 4 of these boards, Neighbourhood Support, Hakatere Multicultural Council, the Youth Health Trust and Senior Citizens.</b>

### ***Strategic Goals of Safer Mid Canterbury***

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

## 1. TASK RESPONSIBILITIES AND PERFORMANCE STANDARDS

	ACTION		OUTCOME
1.	Collate information for meeting agenda and send out 5 days prior to meeting		Board members receive agendas 5 days before meetings
2.	Attend meetings and take minutes of proceedings.	1.	Minutes of meetings accurately taken.
3.	Collect Chairpersons signature on past minutes once approved.	2.	Past minutes signed off as approved
4.	Type up minutes of meetings for circulation		Minutes typed up within 3 working days and circulated
5.	File signed minutes and all relevant information electronically		Information for all 6 boards filed electronically in Safer Mid Canterbury's system
6.	Complete additional administrative duties as required, ie, respond to correspondence, update charities commission, book meeting rooms, arrange AGM's, etc		Duties completed in a timely fashion as required
7.	Record income and expenditure in a cash book or similar		Record of all financial transactions maintained
8.	Present basic income and expenditure report to board meeting		Boards members given accurate understanding of income and expenditure
9.	Process invoices, set up payments and receipt income		Payments processed in a timely fashion
10.	Complete additional Treasurer duties as require, ie, adding new board members as bank signatories		Duties completed in a timely fashion as required
11.	Ensure total confidentiality of information is maintained in line with Safer Mid Canterbury's, and other agencies, Confidentiality Polycys.	4.	Confidentiality of <b>all</b> information is maintained at <b>all</b> times.

Safer Mid Canterbury will provide a laptop for this work to be completed on to ensure all information is secure on a Safer Mid Canterbury device to meet our obligations under the privacy act. All files saved on our devices are automatically backed up in the cloud. The staff member will also use a Safer Mid Canterbury email address.

Aside from attendance at meetings each month, all other working hours are flexible and we anticipate the staff member would complete these tasks from home, however we could provide a shared desk should the staff member wish to complete some tasks in the work place.

Meeting Times

- Safer Mid Canterbury - the 4<sup>th</sup> Monday of the Month at 9am
- Safe Communities - bimonthly, the 4<sup>th</sup> Friday of the month at 9am
- Neighbourhood Support - the 4<sup>th</sup> Thursday of the month at 11am
- Youth Health Trust - the 2nd Monday of the Month at 6pm
- Hakatere Multi Cultural Council - the 3<sup>rd</sup> Thursday of the month at 2pm
- Senior Citizens - still to be set, flexible on what suits everyone

Please note, there could be the odd extra meeting now and again, such as an AGM or a special meeting. Also on occasion there may not be enough members to run a meeting so a meeting may be re-scheduled at a time that suits everyone. Sometimes regular meeting times are changed but to days and times that work for everyone.

**2. EXPERIENCE AND QUALITIES REQUIRED**

- The employee is required to have the ability to use Microsoft Word.
- Be competent in using email.
- Be a competent and accurate minute taker
- Be punctual, conscientious, reliable and organised
- Have a warm and friendly approach to board members, staff and stakeholders our organisation has a relationship with.

*I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.*

Signed by xxxxxxxxx:

\_\_\_\_\_  
**Meeting / Minute Secretary**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Signed by xxxxxxxxx:

\_\_\_\_\_  
**General Manager**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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## CONDITIONS OF APPOINTMENT

### Meeting / Minute Secretary

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Hours of Work:	This position requires the staff member to work approximately an average of 15 to 20 hours per month at agreed times that will be defined by preset meeting schedules. Secretarial work outside of meetings will be flexible.
Salary:	\$27.50 per hour + 3% Kiwisaver contribution.  Travel allowance per meeting of \$7.50
Holiday Pay:	Paid out at an additional 8%
Other conditions of appointment:	Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and other Acts which govern employment.