



POSITION DESCRIPTION: SECRETARY

The role of the Secretary is to be the chief of administration management for Hoe Tonga Pacifica Waka Ama Association (Hoe Tonga). The Secretary provides the coordinating link between members, the executive committee, assembly, and outside agencies.

POSITION:	Secretary
HOURS OF VOLUNTARY WORK:	Up to 2 hours per week
TERM OF VOLUNTARY EMPLOYMENT:	Voluntary for 1 year
RESPONSIBLE TO:	President
SALARY RANGE:	Not Applicable

KEY TASKS

Hoe Tonga Meetings

The Secretary is responsible for attending all Hoe Tonga meetings which includes:

- Preparing the agenda for club/group meetings in consultation with the Chairperson.
- Making arrangements including venue, date, times and hospitality for club meetings.
- Sending adequate notice of the meetings.
- Collecting and collating reports from office bearers.
- Calling for and receiving nominations for committees and other positions for the club/group AGM.
- Taking the minutes of meetings.
- Writing up the minutes as soon as possible after the meeting.
- Reading, replying and filing correspondence promptly.
- Collating and arranging for the printing of the annual report.
- Maintaining registers of members' names and addresses, life members and sponsors.
- Maintaining files of legal documents such as constitutions, leases and titles.
- Acting as the public officer of Hoe Tonga by liaising with members of the public, affiliated bodies and government agencies.

General

The Secretary is also responsible for the following general tasks:

- To process regional transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- To handle regional bookings and entries; supervise uniforms; respond to general duties as directed by the Executive Committee.

Relationships

The Secretary is responsible for maintaining good relationships with the:

- Hoe Tonga Assembly members;
- Community Stakeholders such as Sport Wellington Region, Local Businesses, Funding Agencies, Local Government; Maritime Safety; and
- Hoe Tonga Clubs.

PERSON SPECIFICATION

Skills and Experience

The Secretary will need:

- A sound knowledge of the Hoe Tonga Constitution, Strategic Plan, and Annual Operations Plan;
- A sound knowledge of the NKOA Constitution, Strategic Plan, Annual Operations Plan, and Race Rules;
- An appreciation of the Treaty of Waitangi and familiarity with te reo and tikanga Māori;
- Sensitivity to the needs of Māori, Pacific and other cultural groups in the wider waka ama community;
- Skills to operate effectively in a small organisation and provide initiatives, as appropriate, to ensure the relationship between NKOA and Hoe Tonga operates efficiently.
- A sound level of integrity, adaptability and an ability to handle client information;
- A high standard of oral and written communication skills;
- Administration skills in a small office context, and an ability to work independently and collectively with small teams;
- IT skills, particularly a thorough knowledge of Microsoft applications, including word processing, outlook and electronic (as well as manual) data entry and ability to use the internet, and have an ability to learn and develop new computer skills;
- Ability to prioritise; and
- A background in community voluntary service.

Personal Qualities

The Secretary will need:

- To be motivated;
- An ability to interact well with Māori, Pacific and other people;
- Some knowledge of te reo and tikanga Māori;
- A well-developed work ethic;
- To demonstrate initiative and flexibility;
- To show confidence, honesty and integrity;
- An ability to be objective; and
- To be sensitive to the needs of clients and personnel and able to develop sound working relationships internally and externally.