

Secretary

Key Objectives:

To ensure the effective and efficient administration of the NZ Branch and to facilitate communication between the RSCDS, NZ Branch, Regions and Clubs.

Tasks:

- Ensure that the NZ Branch complies with the NZ Branch Constitution and the RSCDS Licence Agreement, and relevant legislation or regulations
- Communicate with the RSCDS, including
 - disseminating relevant RSCDS information to the Management Committee, Regions and Clubs as required
 - updating the New Zealand page on the RSCDS website
 - completing the annual Branch report
 - liaising with NZ delegates to the RSCDS Annual General Meetings
 - organising recognition of New Zealand Members
 - submitting the Branch Constitution to the RSCDS Board of Directors each time it is updated, prior to it being adopted by the Branch.
- Co-ordinate and minute Management Committee meetings and AGM, in consultation with the President
- Compile papers for the Annual General Meeting and circulate to all Members
- File changes to the Constitution with the New Zealand Companies Office
- Send copies of publications to the Branch archive and Archives New Zealand
- Organise the annual returns from Regions and Clubs so the NZ Branch Directories can be updated for the coming year
- Take responsibility for the Memorial Book
- For financial purposes, the Secretary is an Officer of the NZ Branch.

Requirements:

- Organisational ability
- Effective communication skills
- Knowledge of committee procedures
- Computer literacy
- Capacity to devote the necessary time and effort
- Willingness to work effectively as a member of a team.