

Secretary

Key Objective:

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 RSCDS and NZ Branch constitutions and any other relevant legislation or regulations.
- Communicate with the RSCDS.
- Liaise with NZ delegates to the RSCDS Annual General Meeting.
- Disseminate RSCDS information to the Management Committee, Regions and Clubs.
- Organise and co-ordinate meetings in consultation with the President.
- Compile and circulate agendas and minutes.
- Minute meetings.

Skills Required:

- Organisational ability.
- Highly effective communication skills.
- Knowledge or experience of committee procedures.
- Enthusiasm, motivation and passion for SCD and for achieving the NZ Branch Aim.
- A willingness to devote the necessary time and effort.
- Fully competent user of word processing software.
- Ability to work effectively as a member of a team.