## Deafblind Association of New Zealand Charitable Trust Expressions of interest for Board Secretary & Administrator contract services

### Application Information:

* Closing date: 5pm Friday 1 November 2024
* Remuneration: $35-$40 per hour (payable on presentation of monthly invoice)
* Hours: Five to ten hours per week, requires flexibility
* Expressions of interest with Curriculum Vitae and Covering Letter to be provided to Executive Officer   
  [info@deafblindassociation.nz](mailto:info@deafblindassociation.nz)
* Email enquiries or phone 0800 450 650 for more information.

### Purpose:

* Oversee the administrative requirements of the Association;
* Ensure that Board minutes/actions are managed and financial matters are progressed;
* Support the Executive Officer as required.

### Specific Duties:

#### Financial recordkeeping

* Ensure the Association’s finances are maintained in good order using designated software, including timely and correct processing of payments, invoices and reconciliations;
* Assist the Executive Officer/Finance Subcommittee to prepare and monitor the Association’s budget;
* Prepare a monthly report to the Board of Trustees including budget and expenditure information.

#### Oversee arrangements for meetings of the Board of Trustees

* Prepare and circulate meeting agendas and documents;
* Record and maintain meeting minutes and related documentation, including action list and decisions register;
* Plan and prepare the Association’s Annual General Meeting on the Executive Officer’s behalf.

#### Maintaining documentation

* Coordinate recordkeeping to maintain endorsement as a Charitable Trust, including annual reporting and updates to Trustees;
* Liaise with the Association’s legal advisors regarding changes to Trustees and/or Trust Deed.
* Maintain the Policy Manual;
* Maintain document management and style guide protocols;
* Maintain the register of interests and Board reference information.

#### Membership services

* Maintain an accurate membership database for Deafblind Association New Zealand;
* Support the Executive Officer in membership communication, including regular email updates and preferred communication format newsletters;
* Assist the Executive Officer with membership events as required.

#### Organisational support

* Assist the Executive Officer to oversee the Association’s risk register and report to the Board on any changes;
* Manage travel and accommodation as required to support operations;
* Any other duties as required by the Board or Executive Officer.

### Responsibilities:

* Responsible to: Executive Officer, and Board President for board matters.
* Responsible for: Nil