



**Enrolled Nurse Section**  
NEW ZEALAND NURSES ORGANISATION

## **Secretary Role Description**

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## **Position Specification**

**Position Title:** Secretary

**Responsible to:** Chairperson  
Enrolled Nurse Section NZNO Committee  
Enrolled Nurse Section NZNO AGM

**Functional Relationships:** Chairperson Enrolled Nurse Section NZNO  
Enrolled Nurse Section NZNO Committee  
Regional Enrolled Nurse Section Chairperson's  
NZNO Administration support person

**Purpose of the Position:** The role of the secretary is to support the chairperson in ensuring the  
smooth functioning of the Enrolled Nurse Section National  
Committee

**Position Specification:** As per Enrolled Nurse Section Committee Role & Position  
Specification

### **The Secretary's tasks include:**

#### **Ensure responsible administration:**

- Prepare agendas in consultation with the Chairperson
- Circulate agendas and any supporting papers in good time
- Receive agenda items from other committee members
- Check that quorum is present
- Minute meetings and circulate the draft minutes to all committee members and regional enrolled nurse section Chairperson's

- Once the chairperson signs the minutes, following approval by the National Committee, they are placed on the Enrolled Nurse Section website along with the Regional Enrolled Nurse Section reports
- Check that committee members have carried out action(s) agreed
- Call for remits, circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings and teleconference/video conference
- Ensure up-to-date records are kept of committee membership and regional enrolled nurse section executive officers
- Write invitational letters to annual conference speakers or liaise with hosting region in regards to this
- Prepare conference business folder papers in conjunction with the National Chairperson
- Accepts nomination forms for Enrolled Nurse Section chairperson and Committee nomination and election process and liaises with section Professional Nursing Advisor (PNA)

#### **Make arrangements for meetings:**

- Ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Ensure draft unconfirmed minutes are out prior to each national committee meeting

#### **Other duties:**

- As assigned by the Chairperson and/or committee

#### **Qualities and Skills Required:**

- Organisational ability
- Experience of committee work and procedures
- Minute-taking experience
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Ability to work well with the Chairperson
- Competent computer skills and knowledge of Microsoft and Excel programmes
- Record keeping as per NZNO Section and College Committee Handbook
- Have access to the internet and email

#### **Time Commitment Required:**

The role of Secretary requires an estimated commitment of approximately 5-10 hours. Commitment time will be higher leading up to the Annual Enrolled Nurse Section Conference