

COASTN Committee Secretary

Position Summary

The Committee Secretary is a voluntary, non-remunerated position providing administrative and governance support to the COASTN Committee. The Secretary reports to the Committee Chair and plays a key role in ensuring the Committee's effective operation through communication, documentation, and record-keeping.

Key Responsibilities

- Coordinate and manage correspondence on behalf of the Committee, under the direction of the Chair.
- Organise administrative requirements for two annual face-to-face Committee meetings held in Wellington, including meeting notices and agendas
- Attend and participate in approximately four to five after-hours Committee Zoom meetings each year, preparing agendas, recording minutes
- Prepare, distribute, and maintain accurate minutes and records of Committee meetings.
- Document the yearly Annual General Meeting (AGM)
- Draft and maintain the Committee's Annual Plan in consultation with the Chair and other Committee members.
- Assist with the development, formatting, review, and maintenance of national policies, guidelines, position statements, and other national Committee documents.
- Maintain Committee records and ensure documentation is organised, current, and accessible.
- Support the Chair with governance and administrative tasks as required.
- Document preparation and committee support.
- Proficiency in Microsoft Office
- The ability to work independently while maintaining regular communication with the Chair.
- A commitment to professionalism, confidentiality, and collaborative teamwork.

Time Commitment

- Attendance at two face-to-face Committee meetings in Wellington each year.
- Attendance at approximately four to five after-hours Zoom Committee meetings annually.
- Attendance at the Annual General Meeting.