

Vacancy for the role of Secretary on the Healing Touch NZ Inc. Committee

The position of Secretary as recently described by Sharon consists of:-

- receiving any correspondence
- taking clear and concise minutes for the (4) or so meetings per year,
- typing minutes/agendas and distributing them to committee members
- putting together information and collation of reports for AGM
- sending to Chris relevant AGM documentation/reminders in a timely fashion for distribution to members.
- Keeping a note of attendees etc at AGM/Special meetings.

The time involved:-

- 2 to 3 hours, three or four times a year for regular meetings and an AGM
- a couple of hours to type up the minutes after each meeting
- a couple of hours preparation work for AGM if Sharon's templates are used, (more time if they do the booklet with the extras)
- a relatively small amount of time answering some queries from the website

For further information and/or an expression of interest, please contact Ian, 027 6829701 or i.thurlow@xtra.co.nz

