



HTNZ Inc Secretary Position Description

- The Secretary carries out administrative tasks in addition to general responsibilities in accordance with the Rules.
- The Secretary role is a Voluntary role and the Secretary must complete a Electing of Officers for HTNZ Inc form which is submitted with the Agenda for the first meeting of the new HTNZ Inc Committee, following the AGM.

Key Criteria

1. Must be at least Level 1 and a member of Healing Touch New Zealand Incorporated (HTNZ Inc).
2. Convening meetings and booking rooms (as required).
3. Send and receive correspondence (non-membership) on behalf of HTNZ Inc to the Committee in a timely manner.
4. Prepare and send out agendas for meetings (in consultation with the Chairperson) in a timely manner.
5. Take the Minutes of meetings and forward to all Committee members within one week (7 days) of the meeting taking place.
6. Maintain Minutes for all meetings including all reports and documents that were submitted and passed/seconded/approved at the meetings.
7. In consultation with the Chairperson, send all required notices, pre and post AGM and Committee meetings to either Committee and/or Members in a timely manner within the rules and legal requirements. Notice of Meeting, Nomination Forms, Agendas, Committee Meeting Minutes, AGM Minutes, Chairperson's Report, Treasurer's Report and Proxy Forms, which HTNZ Inc is required to provide to all members.
8. Ensure any invoices received are forwarded to the Treasurer for payment in a timely manner.
9. Ensure the privacy of HTNZ Inc and all members are upheld at all times in line with the Privacy Act 2020 of NZ.

10. Receive complaints in writing from any person or organisation and inform the Chairperson immediately upon receipt.
11. Receive written notices from members, Committee members and informs the Chairperson in a timely appropriate manner.
12. Call a Special General Meeting if required in accordance with the Rules.
13. The Secretary maintains written position descriptions for committee members and procedures for committee activities.

Note: The HTNZ Inc Secretary position description to be reviewed in due course in accordance with the new Constitution for HTNZ Inc.