

Reference nr. 2369 : Special Olympics Whangarei

Special Olympics Bay of Islands Secretary

The Club secretary acts as the first point of call for information about the Club.

The role will provide key administrative support for the Club Chair and board including but not limited to; preparing detailed agendas for distribution, recording and circulating accurate meeting minutes, receiving and disseminating Club correspondence to relevant members

Specific requirements

- Organising meetings; preparing and distributing agendas, record and distribute minutes, receive and disseminate correspondence and other relevant matters as required by the Club Chair.
- Provide general administrative support to the chair; support compliance with the SONZ code of conduct by all members of the Club & compliance with all H&S legislation and SONZ H&S Policy.

Duration: **Long-term**

Area: **Bay of Islands - Whangaroa**

Activity: **Administration, finance and accountancy**




1 volunteer needed



**Special
Olympics**
New Zealand

When:  indicates time slot options.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

-  Police check
-  Virtual
-  Reference provided after some time