

Reference nr. 2943 : Onerahi Community Association

Secretary

Do you live around Onerahi and like to help out your local community? We are looking for a volunteer Secretary for our organisation.

The Onerahi Community Association is a long established group which is responsible for the hiring of the Community Hall and House on Onerahi Road. We also publish and deliver the local community magazine. Pre-Covid we also ran the Christmas parades and have done other galas. We are just about to start future planning though consulting the community about what they would like to see.

We meet every month every third Wednesday at 6pm for a couple of hours. The secretary's role is to take the minutes of this meeting and email them to the committee. There is also a small amount of follow-up work, but there is an administrator for other matters, like the financial work.

Training

Training through the former secretary provided.

Specific requirements

Experience with minute taking and an eye for detail are an advantage.

When: ✓ indicates time slot options.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening			✓				

Duration: **Long-term**

Area: **Whangarei**

Activity: **Administration, finance and accountancy**

1 volunteer needed



- ✓ Wheelchair accessible
- ✓ Reference provided after some time