

# National Collective of Independent Women's Refuges Te Taumata o Te Kōwhai Core Group Secretariat Support

Position Title:	Secretariat Support to Te Taumata o Te Kōwhai Core Group
Reports to:	Māori and Tauwi Co-chairs
Responsible to:	All Te Taumata o Te Kōwhai Core Group Representatives

## **KEY PURPOSE:**

To carrying out all the administrative functions necessary to ensure meetings of Te Taumata o Te Kōwhai Core Group (NCIWR's governing body) are efficient and effective so it can focus on its governance role.

Where required, provide advice and guidance, in line with NCIWR's policies and procedures and Te Taumata o Te Kōwhai Core Group established practices and procedures.

To provide support to the Co-chairs.

To always uphold the four cornerstones of the movement: Parallel Development, Feminism, Takatāpui Nurturing Diversity & Collectivism.

## **SCOPE OF THE POSITION:**

The Secretariat Support position is for 720 hours per year, i.e. 60 hours per calendar month. However, there are months when less than 60 hours will be needed and other months when the allocated 30 hours will be exceeded.

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### **1.0 GENERAL REQUIREMENTS OF THE POSITION:**

- Provide required support for and commitment to the work of the Co-chairs and all Representatives of Te Taumata o Te Kōwhai Core Group.
- Provide an environment conducive to productive and effective meetings.
- Maintain complete confidentiality regarding the work and business matters of both Te Taumata o Te Kōwhai Core Group and NCIWR.
- Develop and maintain good working relationships with the Chief Executive and her staff.
- Work within the framework of the NCIWR Constitution and Policies and Procedures.
- Be flexible and responsive to the needs and requirements of the position, the Co-Chairs and Representatives
- Have an understanding and commitment to Te Tiriti O Waitangi.
- To understand and have a commitment to the Four Cornerstones.

### **2.0 POSITIONS TASKS:**

- Establish and maintain a calendar of scheduled governing body meetings
- Record comprehensive minutes of business, in-committee and Annual General Meeting minutes.

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- Maintain all minutes and other documents, both electronic and hard-copy files, securely and confidentially.
- Maintain the electronic and hard copy filing systems, including the confidential personnel files.
- Arrange for Minutes, once amended, to be signed-off by both Co-chairs.
- Arrange for the signed, abridged minutes to be up-loaded onto *Kowhai-connect*.
- Circulate key points and information from each meeting via power-point to assist Te Taumata o Te Kōwhai Core Group Representatives making their presentation at their Regions.
- Follow up on Action / Tasks assigned by the governing body.
- Liaise with Te Taumata o Te Kōwhai Core Group Representatives on an as required basis.
- Liaise with the Chief Executive or her designated nominee as required.
- Draft correspondence for approval and / or sign off by the Co-Chairs as and when required.
- Distribute internal and external correspondence and other documentation as directed by the Co-Chairs and in accordance with established practice.
- Receive reports from the Chief Executive and distribute to the governing body at least seven (7) days prior to a meeting.
- Give notice of and follow up on deadlines for reports to be submitted to the governing body.
- Ensure appropriate refreshments are available for the duration of the meeting(s).
- Ensure the Conflict of Interest Register and the Pecuniary Interest register is up-dated as and when necessary. Copies to be available for the Auditors. Copies to be filed on personnel files of out-going Te Taumata o Te Kōwhai Core Group Representatives.
- Keep and up-date the Decisions and Resolutions Diary.
- Receive applications to any funds that the governing body has responsibility for.
- Advise applicant of outcome by letter/email.
- Keep comprehensive records of applications and outcomes. Ensure all accountability requirements are met.
- Maintain and issue in-coming Representatives to Te Taumata o Te Kōwhai Core Group with an induction manual. Ensure they received appropriate induction information, e.g. expenses claims.
- Book accommodation as required for all Te Taumata o Te Kōwhai Core Group Representatives.
- Arrange accommodation invoices to be paid via Xero.
- Photocopy and distribute papers and other documents.
- Check, approve and process Te Taumata o Te Kōwhai Core Group expense claims via Xero.
- Make other payments via Xero as required and instructed.
- Keep comprehensive records of payments.
- Monitor the budgets of the discretionary funds that are under the auspices of Te Taumata o Te Kowhai Core Group, i.e. the Helen Steward Royle, Raewyn Good, and Sievwright Funds, advising on their status as necessary.
- Monitor the NCIWR Policy & Procedures (P&P) Review Schedule.
- Include P&Ps due for review with meeting papers.
- Amend any NCIWR Policy & Procedure as agreed by the governing body.
- Email the outcome of the P&P review to the Movement and National Office
- Ensure reviewed/amended P&Ps are up-loaded onto Kowhai Connect.

### **3.0 OTHER TASKS AND RESPONSIBILITIES**

- Complete tasks allocated or volunteered for within a timely fashion and/or in agreed time frames.
- Use any expertise, skills and knowledge to the benefit of Te Taumata o Te Kōwhai Core Group and NCIWR.
- Undertaking other reasonable and lawful duties as directed by the Co-Chairs that are commensurate with the position of Secretariat Support.

### **4.0 RESPONSIBILITIES OF THE MĀORI AND TAUWI CO-CHAIRS**

- Employ the Secretariat Support according to policy and procedure.
- Provide the Secretariat Support with guidance, relevant information and advice to ensure she can fulfill all the requirements of the position.
- Contribute to the Secretariat Support's annual performance and pay review.
- Ensure the welfare needs and any other needs, within reason (including holidays), of the Secretariat Support are met in accordance with legislation and her Individual Employment Agreement.
- Ensure the Secretariat Support receives relevant training and/or support as necessary and/or required.

#### **The Secretariat Support will have:**

- Extensive and highly developed administrative skills.
- Ability to work alone and be self-motivating.
- Responsive and flexible around the fluctuating demands and patterns of work.
- Knowledge of minute taking for boards or governing bodies.
- Technologically competent and skilled in working with e.g. Word, Excel, Xero, email, power-points.
- Good organisational skills.
- Able to manage competing demands. Good time management skills.
- Diplomatic and discrete with an awareness of the need for confidentiality in all matters relating to Te Taumata o Te Kōwhai Core Group and NCIWR.
- Demonstrable good relationship management skills.
- Have experience of working with individuals and groups from different social, cultural and economic backgrounds.
- An awareness and interest in family violence.