|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION DESCRIPTION: Board Secretary   |  |  | | --- | --- | | **About ADL** | | | **Vision -** *the ambitious future state we are working towards* | Empowering young people to live connected and meaningful lives. | | **Treaty Commitment -** *how we express our commitment as a Treaty partner* | ADL works for Pae Ora/ healthy futures as determined by Māori and upholds the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes. | | **Mission -** *how we work to realise our Vision and Treaty Commitment, our unique contribution* | ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services. | | **Purpose -** *the reason we exist, the measurable difference we want to see realised in young people’s lives* | ADL’s purpose, for the young people we are invited to work with, is to:   1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whanau to support them to respond to life events with resiliency.   Additionally, ADL will:   1. Resource communities to support their young people to respond to life events with resiliency. 2. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change. | | **Our Kaupapa: -** *our values, how we go about all that we do, what is important to us* | ***Tika and Excellence***  “Doing what’s right, and just, and doing it well”  ***Mauri and Dignity Enhancing***  “Actively holding hope and vision for the future, everyone is valued and valuable”  ***Kia tina and Adventure***  “Having big dreams and going for them”  ***Kotahitanga and Relationship***  “Journeying together, doing it with heart” | |

|  |  |
| --- | --- |
| **Position Purpose** | |
| Working closely with the Board of Directors Chair and the associated Charitable Trust’s Chair the ADL Board Secretary role is to provide professional, confidential support to both boards in their meeting and communications processes.  All ADL Team members are expected to ensure that interactions with stakeholders, clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi. | |
| **Reports to:** | Primarily to the Board Chair with a secondary line of responsibility to the Chair of the Trustees for the Collaborative Therapy and Development Trust (CTDT). |
| **Direct Reports:** | N/A |

|  |  |
| --- | --- |
| **Position Responsibilities** | |
| **Board of Directors/Trustees Meeting Support** | * Monitor and maintain the Board calendar and work plan. * Prepare the draft agenda for review with the chair * Call for and follow up board papers and agenda items on a timely basis. * Finalise and distribute board pack. * Co-ordinate communication and follow up actions arising from the meetings. * Receive, store and distribute appropriately correspondence to and from the board. * Ensure meeting and travel arrangements are organised in a timely fashion e.g. venue, catering, technology requirements, accommodation, and travel, as required. |
| **Board of Directors/Trustees Record keeping** | * Using the Board Pro Board management tool take formal minutes ensuring that decisions of the Board are recorded accurately and in accordance with best practice. * Circulate minutes for review within three days of the meeting and finalise. * Maintain all statutory registers including the interests register * Maintain the library of Governance documentation   *In due course in conjunction with the Finance Manager may take responsibility for or assist in:*   * Ensuring the ADL board has in place systems and processes required to document and record their proceedings in accord with the Constitution, Charities Act and Companies Act. * Submit required resolutions to the Companies Office, including maintaining entries relating to Board members in Companies Office website * Submit and maintain information required by Charities Services. |
| **Other Board Support Functions** | * Provide administrative assistance with the recruitment of new Board members. * Organise, in conjunction with the Board/Trustee Chair, an induction programme for new Board members as required * The ability to play an information gathering and/or administrative role within specified projects that are occasional in nature. These would be negotiated on a case-by-case basis. |
| **Other tasks** | * Other tasks as requested by the Board Chair from time to time. |

|  |  |
| --- | --- |
| **KEY RELATIONSHIPS** | |
| **Internal** | **External** |
| * Board of Directors of ADL * Board of Trustees CTDT * Executive Leadership Team * Other employees of ADL |  |

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
| **Requirement** | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Meticulous attention to detail * Good understanding of best practice in relation to Governance record keeping and minutes. * Proven track record in the accurate and timely taking of formal minutes ensuring that decisions are recorded accurately * Experience collating and preparing committee supporting documents * Proven ability to prioritise competing demands using strong time management skills. * Strong and positive interpersonal relationship skills and a proven ability to relate well to staff at all levels * Adept in the use of and adapting to new modern technological tools * Technical proficiency in online meeting tools, such as Zoom or Microsoft Teams, including booking and facilitating meetings * Intermediate level capability in Microsoft Word and Outlook | * Experience with Board Pro |
| **The way we work  (expected behaviours)** | **Stewardship of resources**  We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.  **The wellbeing of ourselves and others**  We will ensure that our actions while at work enhance our own wellbeing and that of others.  **Diversity, discrimination and stigmatisation**  We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.  **Integrity**  We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.  **Connection, relationship and trust**  We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld. | |

|  |
| --- |
| **Health & Safety** |
| ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:   * Ensuring their own Health and Safety and that of others around them * Being actively involved in the management of hazards and risks their position might be exposed to * Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest * Providing suggestions and solutions for the improvement of Health and Safety practices at ADL. |