

POSITION DESCRIPTION: Board Minute 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 uphold 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	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 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 whānau to support them to respond to life events with resiliency. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. 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	<p><i>Tika and Excellence</i> "Doing what's right, and just, and doing it well"</p> <p><i>Mauri and Dignity Enhancing</i> "Actively holding hope and vision for the future, everyone is valued and valuable"</p> <p><i>Kia tina and Adventure</i> "Having big dreams and going for them"</p> <p><i>Kotahitanga and Relationship</i> "Journeying together, doing it with heart"</p>

Position Purpose

Working closely with the Board of Directors Chair and the associated Charitable Trust's Chair the ADL Board Minute 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.

This role is focused on providing assistance to the clinical administration team.

Reports to:	Primarily to the Board Chair with a secondary line of responsibility to the Chair of the Trustees for the ADL Trust.
Location:	N/A

Position Responsibilities

Board of Directors/Trustees Meeting Support	<ul style="list-style-type: none"> Finalise and distribute the board pack once authorised, (note initially the agenda will be prepared by the Company Secretary and Chair/CE). Co-ordinate communication and follow up actions arising from the meetings. Ensure all correspondence appropriately stored
Board of Directors/Trustees Record keeping	<ul style="list-style-type: none"> Using the Board Pro Board management tool take formal minutes ensuring that the discussions and 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 associated with the meeting process e.g. the interests register Maintain the library of Governance documentation
Possible future tasks	<ul style="list-style-type: none"> Initially the following will remain with the Chair and Company Secretary but may move to the minute secretary once established in the role: Monitor and maintain the Board calendars and work plans. Prepare the draft agenda for review with both Chairs Call for and follow up board papers and agenda items on a timely basis. Finalise and distribute board pack. Ensure meeting and travel arrangements are organised in a timely fashion e.g. venue, catering, technology requirements, accommodation, and travel, as required
Other tasks	<ul style="list-style-type: none"> Other tasks as requested by the Board Chair from time to time.

Key Relationships

Internal	External
<ul style="list-style-type: none"> Board of Directors of ADL Limited Board of Trustees ADL Trust Chief Executive and Executive Leadership Team 	

Personal Specification

Requirement	Essential	Preferred
Knowledge and Experience	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Experience with Board Pro

	<ul style="list-style-type: none"> - Experience collating and preparing committee supporting documents. - 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. 	
<p>The way we work (expected behaviours)</p>	<p>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.</p> <p>The wellbeing of ourselves and others We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p>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 work place, with our clients and their whānau and in our communities.</p> <p>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.</p> <p>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.</p>	

<p>Cultural Competency</p>
<p>ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.</p> <p>All ADL team members will demonstrate this by:</p> <ul style="list-style-type: none"> - Engaging in ongoing development of their cultural competency using the Takarangi Competency Framework - Committing to professional development, formal and informal to support continuous improvement. - Supporting ADL as a culturally safe place for our clients and their whānau, and our colleagues - Actively participating in cultural supervision.

Health and 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.
- With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL.