

## POSITION DESCRIPTION

### Title: Operations Teams Secretary

#### General description

The Otanewainuku Kiwi Trust first formed in 2002 to preserve our taonga (treasure) of native species for generations to come and reverse the decline of population of North Island Brown Kiwi in the Otanewainuku Forest.

**Responsible to** Senior committee member  
Chairperson

#### Functional relationships

- Operations team
- Chairperson

#### Primary objective

The main duties of a Secretary is administration, ensuring meetings are effectively organised and records are well maintained.

#### Key tasks

- Arrange meetings when required
- Take the minutes and distribute them
- Prepare Hazard ID sheet for workdays, adapt as necessary depending on work to be undertaken e.g. toxin round or line clearance.
- Work in conjunction with Dave Keeble to allocate lines and maps on workdays, by recording who comprises each team & which line they are allocated.
- Assist with the application process of the MoH and VTA for the toxin rounds.
- Ensuring all relevant papers are available and distributed on time to Committees for all committee meetings and any other occasion.
- Ensuring all official Board records are duly maintained.
- Collation of volunteer hours records from the various ops teams
- With the team leader prepare the agenda for the monthly ops team meetings and ensure all team leaders receive a copy prior to the meeting.
- Collect and collate the several ops team reports.
- With the team leader, prepare the annual Operations report to be tabled at the AGM and included in the Trust annual report.
- With the ops team leader prepare the annual operations plan and budget. A working draft, for the upcoming year, to be prepared by February, to be tabled at the DoC meeting as per clause 9 of our MoU.

- With the ops team leader collate all the evidence and financial information to prepare and submit funding audits as per the funding agreements for various ops projects.

## Knowledge and Skills Required

- Good organizational skills and can delegate
- IT familiarity
- Discretion with confidential information
- Good communication and interpersonal skills
- Interest in conservation area

## Personal specifications

1. An understanding of and commitment to the philosophy of volunteering
2. An awareness of the need for confidentiality

**Nature of position** Voluntary

**Hours worked** Average 10 hours per month plus attendance at staff training/support sessions

**Commitment** A commitment of at least six months is the ideal. However, we do realise that personal circumstances may change. When unable to continue, it is preferred that at least two weeks' notice be given.

## Agreement

Otanewainuku Kiwi Trust will:

1. Conduct group orientation and on the job training for volunteers
2. Recognise volunteers as professional co-workers and valued members of staff
3. Ensure volunteers have a clear job description outlining duties which are empowering to the volunteer
4. Where appropriate will involve the volunteers in the decision making processes
5. Provide reimbursement of volunteers' authorised out of pocket expenses
6. Ensure volunteers have access to workplace guidance and support
7. Evaluate volunteers' performance regularly and make references available after a period of continual service
8. Support volunteers in the pursuit of their personal goals
9. Take all reasonable steps to provide a healthy and safe work environment

Rights of Otanewainuku Kiwi Trust:

1. The right to withdraw a volunteer who does not operate within the policies and philosophy of Otanewainuku Kiwi Trust, or whose skills do not enable these requirements to be met
2. The right to withdraw the services of a volunteer who breaches Otanewainuku Kiwi Trust or client confidentiality
3. The right to expect the job description will be adhered to

The Volunteer will:

1. Attend orientation, initial training and ongoing training when applicable
2. Make a commitment to regular work for Otanewainuku Kiwi Trust
3. Participate in staff meetings when required
4. Value and support fellow team members
1. Uphold the core values of the Otanewainuku Kiwi Trust
5. Accept the guidance and supervision of the Coordinator
6. Attend performance evaluation
7. Engage in work ethics that demonstrate a high standard of professionalism
8. Treat as confidential any information received concerning either Otanewainuku Kiwi Trust or its clients
9. Inform Otanewainuku Kiwi Trust if for any reason he/she is unable to meet a commitment
10. Give reasonable notice of leave or resignation
11. Take all reasonable steps to ensure their own safety
12. Ensure no harm is caused to others during the course of their work

## **Rights of Volunteer**

As a volunteer I expect:

1. To be treated as a co-worker with other volunteers
2. To be assigned work that is worthwhile and challenging
3. To receive appropriate orientation, training and supervision
4. To be kept informed of Otanewainuku Kiwi Trust's policies and services
5. To be reimbursed for approved work related expenses
6. To have a clear job description
7. To have the right to withdraw my services or say "no" without feeling guilty
8. The right to make suggestions and to be listened to with respect

Signed:

Volunteer

Manager