



**About Web Access Waikato Trust**

*Our vision is a connected community where everyone can participate online effectively.*

*Our mission is to*

- *Reduce barriers to online participation*
- *Identify the accessibility of resources*
- *Provide or facilitate training, online connectivity, hardware and support*
- *Promote digital literacy in the Waikato*

*“We identify parts of our community who do not have internet access, find out what the barrier is then facilitate a solution.”*

**Secretary to the Board of Trustees**

The Secretary will be responsible for the organisation of Trustee paperwork and documentation, including agendas, minutes, Trustee correspondence and scheduling.

**Responsibilities**

<b>Task</b>	<b>Outcome</b>
Coordinate monthly meeting date for Trustees & Manager	A meeting date to suit is set Calendar invite sent Venue organised Meal organised
Develop and manage the monthly agenda.  Contact Trustees & Manager to solicit agenda items. Obtain reports from Manager. Collate action register, agenda, financials, correspondence into board pack and circulate.	Complete set of board papers is circulated one week prior to monthly meeting.
<u>Attend</u> monthly meeting.  Take written notes to record discussions, decisions and actions.	Action register is up to date. Decisions are recorded including mover & seconder. Discussions are summarised.

## Skills and Experience

Proven experience as a committee or trust secretary.  
High degree of multi-tasking and time management capability.  
Excellent written and verbal communication skills  
Integrity and professionalism

Proficient in use of

- Google Docs
- Facebook Messenger
- Email
- SMS
- Telephone
- Doodle ([www.doodle.com](http://www.doodle.com))

## Remuneration

Expectation is that there will be between 5-10 hours work per month.

Remuneration is a fixed amount as per this table :

Months when a meeting occurs	\$200
Months when the meeting is cancelled <u>at least</u> two weeks prior to the usual meeting date	\$50
Months when the meeting is cancelled <u>less than</u> two weeks prior to the usual meeting date	\$100

The Board Secretary must be available to attend the monthly meeting of the Trust which is usually a Wednesday night.

A meal will usually be provided at the meeting.

PAYE (if any) will be deducted from the fees listed.

GST (if applicable) will be added to the fees listed.

## Applications

Applications close 5pm, Friday, October 7th

Applications should be sent to : [chair@wawt.org.nz](mailto:chair@wawt.org.nz)