



Job Description

Updated 10th October 2015

Role Title	<ul style="list-style-type: none">• Secretary
Duties	<ul style="list-style-type: none">• Prepare agenda for board meetings.• Email board members meeting reminders.• Document minutes from board meetings.• Arrange access for board meeting room.• Book meeting rooms.• Regularly check PO Box.• Forward emails from SwimNZ, SwimWgtn etc to board members.• Email notification of AGM.
Skills & Competencies	<ul style="list-style-type: none">• Skills are activities the candidate can perform based on what they have learned in the past, or from qualifications they have obtained.• Competencies are the traits or attributes you expect the candidate to display in the role. An example of a skill is the ability to give effective presentations. It is a skill that can be learned through study and practice. An example of a competency, on the other hand, is strong communication, which is an innate characteristic displayed by a person.
Relationships	<ul style="list-style-type: none">• Board Members• Swimming Wellington