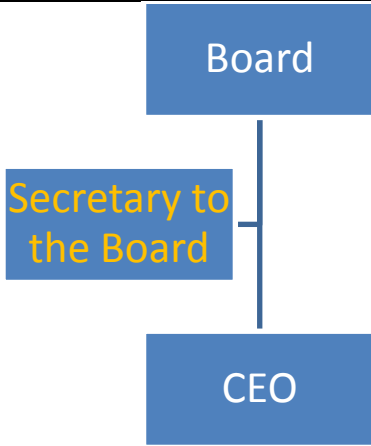


Job Title	Secretary to the Board of Directors – PART TIME POSITION
Job Size	315
Band	E \$28,000.00 - \$33,000.00 (\$13.00 - \$16.00 hourly rate for Part Time Position)
Grade	S5 (Customer and Business Support Pathway)
Work Unit	Management
Responsible To	Chairman Through the Chief Executive Officer
Responsible For	-
Job Purpose	To carry out a variety of secretarial duties for the Board of Directors.
Date last reviewed	May 2020
Organisation Context	 <pre> graph TD Board[Board] --- Line(()) Line --- Secretary[Secretary to the Board] Line --- CEO[CEO] </pre>
Important Functional Relationships	Internal Contacts Board of Directors & CEO
Key Result Areas	Key Tasks
Board Meetings	Prepares for monthly and special Board meetings: <ul style="list-style-type: none"> - Provides administrative support for the completion of documentation of Board agenda items - Provides transcription and dictation of Board meeting minutes - Ensure agenda and minutes including the monthly CEO Report, monthly Finance Reports are uploaded on Diligent at least one week before the Board meeting - Organise catering for Board meetings 3 days before meeting and pickup food on the day - Raise PO, Approved by CE for payment of catering to Finance
Record Maintenance	<ul style="list-style-type: none"> - Custodian of Board meeting papers, minutes, resolutions, copies of Warrants of Appointment of Directors, Directors Code of Conduct, Registry of Board of Directors Conflict of Interest, and any Act, laws or documents relevant to the Board. - Disseminates Board Resolutions to the CEO on the first working day after every meeting.

Administration	<ul style="list-style-type: none"> - Organise travel for Aitutaki Director to attend Board meetings. Transport, Accommodation and meals (when required to stay overnight) and any other travel required by the Board.
Performance Measures	
Board Meetings	<ul style="list-style-type: none"> - With the Chairman's approval, prepare an agenda for the next Board meeting, board papers and uploaded on Diligent earlier or 1 week before the date of the next meeting. - Completion of documentation of Board minutes to be completed 3 days after the meeting.
Diligent board books	<ul style="list-style-type: none"> - Upload Board information onto Diligent a week before the next meeting and/or when required.
Record Maintenance	<ul style="list-style-type: none"> - Good systematic filing system in place for board minutes, and other regulated / legal documents - Make available as approved by the CE, signed Board Minute Records for Audit purposes.
Organise caterings & setup for meetings	Organise catering for all board meetings – pickup, obtain invoice and prepare PO for payment
Board Director(s) Travel	Arrange Board Director(s) travel when and as required, accommodation / transport / meals.
Work Complexity	Preparing and completing of documentation of board agenda items and minutes Security controls such as who can access which files and what approvals. Providing guidance on Directors Code of Conduct
Key relationship skills	<ul style="list-style-type: none"> • Board of directors • CE
Persons Specification Mature with confidentiality. High written communication skills.	
Qualifications	
Essential Qualification	Desirable Qualifications
NCEA L3 in English Certificate in Management	Diploma in Management

Knowledge & Experience	
Minimum of five-six years experience performing a variety of administrative support functions, including transcription of correspondence. Experience and comprehensive ability in supporting Board of Directors including the preparation of Board packages, meeting agendas, and minutes, confidentiality with company records. Ability to do shorthand note taking is an advantage.	
Key skills /Attributes	
Attention to detail, Good comprehension of spoken and written English. Ability to provide administrative support functions.	

This Job Description is approved by the CEO, Airport Authority.

Signed:.....

Date:...../...../2020

Joseph Ngamata
Chief Executive
AIRPORT AUTHORITY