

Governance support resources

The role of the board secretary

Position description: To provide administrative assistance for the board of trustees

Responsible to: board chair

Functional relationship: principal

Key tasks may include

- Minute secretary for board and committee meetings
- Minute secretary for student suspension meetings
- Preparing the meeting agenda in consultation with the chairperson and the principal
- Photocopying, collating and distributing meeting agendas and correspondence to board members prior to meetings
- Typing and distributing meeting minutes to board members
- Typing and sending correspondence as required
- Filing
- Arranging an appropriate venue and catering for all scheduled board meetings and functions
- Booking board members into seminars and conferences and working with the principal's PA regarding travel arrangements
- Acting as returning officer for student trustee elections (September each year)
- Acting as returning officer for trustee elections
- Other duties as required by the board of trustees
- Maintaining confidentiality

Name: _____

Signature: _____

Date: _____

Notes

1. This job description can be adapted for a minute secretary.
2. Meeting minutes need to record all board resolutions with a summary of any relevant background and brief discussion points.
3. As a non-trustee, the board secretary does not have speaking rights, but can be invited to speak. They can also raise a concern relating to the record, such as asking that a notice of motion be repeated or that a complex resolution be written down.
4. The board secretary is an officer of the board, so is not a member of the public. If the public excluded business is about the board secretary's employment contract or there is some other conflict of interest they must be excluded.
5. Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) the agenda and associated reports need to be available for inspection at the school office at least two working days before every meeting.

Where do I get advice?

For more information and advice on meeting procedure, including the board's legal requirements, call NZSTA Advisory and Support Centre 0800 782435, option 1