

# SECRETARY OF THE BOARD OF DIRECTORS

## Role

- Secretary of the Board of Directors, **October 2019 to December 2020**

## Application Process:

- Expression of interest, answering the below questions, submitted to [president@unyouth.org.nz](mailto:president@unyouth.org.nz) by the deadline.

The Board of Directors reserves the right to reopen applications at its discretion.

A sub-committee of the Board will review the expressions of interest, before making a recommendation to the Board. The final appointment will be made by the Board of Directors. However, we may seek external advice if we feel doing so would be in the best interests of the organisation.

## Requirements:

- Expression of interest of no more than 300 words in total, answering the following questions:
  - What relevant skills and experience do you have that would make you a suitable Secretary of the Board?
  - What has motivated you to seek this role?
- Personal details:
  - o Name;
  - o Date of birth;
  - o Confirmation that you are a current member of UN Youth;
  - o Other roles you currently hold within UN Youth;
  - o Whether you intend to serve the full term; and
  - o Anticipated workload for 2019/2020.

Please contact us if you encounter any problems completing the requirements. No extra documentation will be considered apart from those outlined above.

As per the Protocols of UN Youth New Zealand, whether an applicant holds another position as a Volunteer within UN Youth New Zealand will be taken into account during the selection process.

## Deadline:

- Expressions of interest are due **11.59pm, 27th September**.
- Late applications will not be considered.

If you have any questions related to the role or the application process, please contact the UN Youth National President, Jayden van Leeuwen ([president@unyouth.org.nz](mailto:president@unyouth.org.nz)) or Chairperson of the Board, Jonathan Gee ([chairperson@unyouth.org.nz](mailto:chairperson@unyouth.org.nz)).

# ABOUT THE ROLE

As Secretary of the Board of Directors, you will be tasked with managing the administration and operations of the Board. You will:

- Prepare agendas and materials for meetings;
- Attend meetings and minute the proceedings;
- Circulate the minutes of the Board with the members of the organisation as required;
- Ensure best-practice record-keeping and document management on behalf of the Board;
- Manage aspects of General Meetings;
- Carry out administrative tasks at the direction of the Board, such as authorising documents and transactions; and
- Other tasks as required.

Being the Secretary to the Board of Directors is a serious commitment. The Secretary will be expected to manage a number of key aspects of the Board's operations, meaning the workload should not be underestimated. It is expected that the role will require a commitment of at least 5-10 hours per week during the initial few months of the role as the Board establishes itself, with an increased workload prior to and following meetings. After this period, the workload will mainly relate to meetings, and is expected to be approximately 3 hours per week.

# ABOUT THE BOARD

As of January 1, 2020, the Board of Directors will become the governing body of UN Youth. In this capacity, the Board will exercise key governance and oversight powers over the organisation. For example, the Board will be responsible for approving major budgets, working with the National Executive to adopt a strategic plan, managing the disciplinary process, and setting organisation-wide policies.

The Establishment Board was elected by the members of the organisation at a Special General Meeting in September 2019. Between September-December, the Establishment Directors will be working to prepare the governing documents of the organisation in preparation for when the new constitution comes into effect on January 1, 2020.

# WHO SHOULD APPLY?

We encourage expressions of interest from people who demonstrate exceptional ability in the following areas:

- **Passion:** Someone with a genuine interest in youth development and global affairs.
- **Leadership:** A leader who thrives in a team environment, and can work both independently and cooperatively.
- **Proactive:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The Secretary will be involved in liaising with a large number of stakeholders.
- **Organisational Skills:** Someone with the ability to manage a complex workload with a significant impact and involving multiple stakeholders.

# ELIGIBILITY

You must be:

- A member of UN Youth; and
- Able to fully commit to the role for the term of appointment (October 2019-December 2020).

# WHY APPLY?

Being the Secretary of the Board will be a unique experience as well as an amazing development opportunity. If you have the skills we are looking for, we highly encourage you to apply and some reasons are detailed below:

## Professional Development

Through this involvement with UN Youth, you will gain skills and experiences that will benefit you no matter what your course of study or future career goals are. You will be supported in this role and gain a great deal from the expertise of other Volunteers you will work with.

## Community

The friends and social networks that Volunteers gain from UN Youth are a big part of what brings many people back. This role is a great opportunity to meet new, like-minded people or otherwise continue working with some of the incredible people you already know!

## Rewarding

The role will be a great deal of work, but it is also very rewarding. You will have the opportunity to implement new initiatives, work with awesome people, and form great memories doing so.

## Service

If you have participated in UN Youth events in the past, you will know just how educational and transformative they can be. This role is a fantastic way to give back to the organisation and, even if you have not been involved in UN Youth before, it is a way to contribute to the wider community through direct youth development.

## Challenge

Being a Board Secretary is no small task. Given the developing constitutional structure, this role is a very unique and significant undertaking that will test the limits of what you're capable of – perfect for someone looking to extend or challenge themselves.

## Tikanga Māori

Here at UN Youth we think it's important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We would encourage you to browse our Tikanga Policy before applying and consider how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

# FURTHER INFORMATION

If you would like more information about the role or applications process, please contact the UN Youth National President, Jayden van Leeuwen ([president@unyouth.org.nz](mailto:president@unyouth.org.nz)) or Chairperson of the Board, Jonathan Gee ([chairperson@unyouth.org.nz](mailto:chairperson@unyouth.org.nz)).