

SECRETARY - JOB DESCRIPTION

The Constitution details various functions to be performed by the Secretary of the Ornithological Society of New Zealand (Birds New Zealand).

The Secretary will receive support from the Executive Officer as/when requested.

The **Secretary** will be responsible for:

Council meetings (2/year)

- Forward Agenda with supporting papers and notice of meeting to Council at least 14 days prior to meeting.
- Take minutes of Council meeting and forward with Action Point Summary to the President 10 days after meeting.

Elections to Council

- Call for nominations for Council – **December** (Notice in December *Birds NZ*, closing date 01.11.)
- Nominations close **28 February**
- Inform Council and Candidates of names of new elected Council members (if no ballot required).
- If there are more nominations than vacancies, then advise candidates, prepare ballot papers and dispatch to all members (included with March *Birds NZ*, closing date 10.02.).
- Voting papers to be with Secretary 14 days before AGM.
- Within 3 days after closing date Secretary to arrange vote count by 3 scrutineers
- Secretary to advise Council, candidates and EO.
- Secretary to announce results at AGM – move motion to destroy ballot papers

Annual General Meeting

- Motions to be considered at AGM to be with Secretary by **28 February**.
- Notice of AGM, including motions to be considered, to be posted to members at least 40 days prior to meeting (included with March *Birds NZ*, closing date 10.02.).
- Announce names of new Council Members or result of ballot.
- Take Minutes of AGM and present draft to President for checking 10 days after AGM.
- Original copy of confirmed minutes into Minute Book.
- Update Constitution as necessary and advise the Secretary of Incorporated Societies of any change.

Regional Representatives

- Call for nominations for RRs – **March** (Notice in March *Birds NZ*, closing date 10.02.)
- Nominations for RRs close **31 July**.
- Inform Council, Candidates and members (included with September *Birds NZ*, closing date 10.08.) of names of new RRs.
- If contested, prepare ballot papers and dispatch to all members in the region before **30 October**.

- Voting papers to be with Secretary by **30 November**.
- Within 3 days after closing date Secretary to arrange vote count by 3 scrutineers.
- Secretary to advise Council, RR, candidates and EO.
- Annual report and financial report to be with Secretary by **1 May**.

Awards

- Call for nominations for Falla Memorial Award and A.T. Edgar award in September *Birds NZ*, closing date 10.08.
- Award nominations to be with Secretary by 31 December.
- Maintain a register of awards bestowed.

Revised / June 2009