ShelterBox

ShelterBox NZ Charitable Trust - Board Secretary

Position Description

Title	Board Secretary
Location	National – remote working
Remuneration	Voluntary position
Commitment	• 2-year commitment • Monthly virtual Board meetings, periodic board coordination, prep, comms • Commitment of 2+ hours per week

THE ROLE

The person in this position anchors our endeavours as an affiliate of ShelterBox, part of a global network of people working for an inspiring and vital humanitarian aid organisation.

We're looking for someone to take the whip-hand! And be instrumental in keeping our board composed, organised and on-task and also have a heart for humanitarian principles and appreciation of the social or charitable sector and importance of service to the community.

Core characteristics and skills are **Communication**; **Organisation and administration**; **comfort with detail and deadlines**. Previous experience as an EA or Board Secretary would be advantageous but not essential.

This is a good group of people you will be working with. No outrageous egos. Decent people doing their best to help ShelterBox be as effective and impactful as we can.

GENERAL RESPONSIBILITIES AND DUTIES

You will be supported as you come alongside the NZ team to understand, and question/improve, our local practices and priorities. You will also undertake an initial induction program as well as ongoing self-directed research on ShelterBox, our operations, resources and platforms etc

Regular contact with the chair, other board members and volunteers will be routine.

You will be instrumental in prepping board meetings (virtual and out of core business hours), capturing notes and commitments and various follow-through. Liaising with board members, ambassadors and working groups will be routine but especially at times when disasters occur or around our various campaign activity.

Specific tasks for the Board Secretary include:

- Creating and circulating the agenda and minutes for each meeting
- Monitoring and orchestrating correspondence to our mailbox, donation app, etc
- Generally keeping ShelterBox NZ running smoothly, by assisting with correspondence, appointments, organisation of meetings
- Potential support for key Volunteer and Ambassador programs.

We hold a face-to-face annual meeting for which we cover related costs.

The Secretary can expect to work up to 2.5 hours per week on average and we typically seek commitments of two or more years to help with consistency of our Board and operations.

Expectations of all Board members include the following:

- Clear and open communication
- Responsive, proactive and agile approach that seeks relevance, action, impact
- Engaged, committed and delivery-focused
- Prepared for Board / working group meetings - respects the time of others.
- Keeping to commitments and associated deadlines.
- Maintaining an open mind - engage with all points of view and perspectives.
- Respectful of time and mission (clear with asks and contributions).

REMUNERATION

ShelterBox is a charitable organisation. There is no remuneration associated with this role.

ABOUT SHELTERBOX AOTEAROA NEW ZEALAND

ShelterBox Aotearoa New Zealand is the New Zealand affiliate of ShelterBox Trust UK. We are a registered charity (CC49035) and we exist to raise funds in New Zealand which go towards ShelterBox's global mission - no one without shelter after disaster. ShelterBox provides emergency shelter and essential items to families rendered homeless following disaster or conflict. With operational headquarters in Cornwall, UK, the charity also has 14 affiliate organisations worldwide (including New Zealand).

Over the past 25 years, ShelterBox has become a specialist in international disaster relief. We have provided emergency shelter and essential aid to more than two million people in 98 countries. Our work takes us to people in places, often overlooked, and in direst need including Gaza, Syria, Nepal, Pakistan, Cameroon, Ethiopia and Yemen.

For further details and to apply, please contact – Chair: info@shelterbox.org.nz

This is a unique opportunity to join a global movement of people who believe in shelter as a human right and are fighting to make sure no family is left without shelter after disaster or conflict. We welcome all applications and encourage you let us know how you believe your personal skills and experience can benefit our mission.