



Position Description

Position Title	Board Secretary
Date	May 2026
Approved by	CEO – Tuwharetoa Health Charitable Trust

Position holder	
Reports to	Chief Executive Officer/Board Chair
Purpose of the position	To provide professional, confidential, and proactive support to the Chief Executive and Board of Trustees, ensuring smooth governance operations, compliance with statutory requirements, and efficient day-to-day administration.

Working Relationships	
Internal – Tūwharetoa Health	External
<ul style="list-style-type: none"> ▪ Chief Executive Officer (CEO) ▪ Trustees ▪ Financial Controller and team ▪ Operations Manager and team ▪ Executive Management Team (EMT) ▪ Chief Operating Officer (COO) ▪ Head of Data Science and IT team ▪ Pou Herenga / Te Tira Atamai Manager and team ▪ Whanau Engagement Manager and team ▪ Whanau, Pepi and Tamariki Manager and team 	<ul style="list-style-type: none"> • Agencies and providers including but not limited to • Te Whariki Aroha • Pihanga Health • General Practice • Te Whatu Ora Lakes • Pinnacle Midland Health • Social and educational services • Crown Agencies

Standard Attributes, Knowledge and Skill
Analytical Thinking and Problem Solving: Ability to both identify problems and use information to resolve them.
Communication: Ability to clearly convey thoughts, both verbally and in writing, and to listen to and understands others.
Confidentiality: Ability to maintain privacy and confidentiality in line with the Privacy Act (2020) and the Health Information Privacy Code (2020).
Continuous Improvement: Ability to understand and implement a continuous improvement process in respect of one's own performance, and the organisation's processes and services.
Cultural Appropriateness: Ability to provide culturally appropriate support to a wide range of clients. Knowledge and experience in Ngāti Tūwharetoa Tikanga and Kawa are desirable.
Cultural Development: Commitment to attending and actively participating in quarterly All Team Hui / Noho Marae.
Health and Safety: Ability to work responsibly under the Health & Safety at Work Act 2015.
Policies: Ability to become familiar with, and work in line with Tūwharetoa Health's policies.
Relationship Development: Ability to build and sustain effective relationships both internally and externally.
Self-Management: Ability to work autonomously and flexibly to achieve the purpose of the position and the goals of the organisation.
Teamwork: Ability to work with others to achieve goals.
Treaty of Waitangi: Knowledge of the principles of the Treaty and how these relate to the development of specific initiatives for Māori.
Values: Ability to conduct themselves in line with Tūwharetoa Health's principles and values of Whanaungatanga (Spirit of Family), Manaakitanga (Spirit of Support) and Huhuatanga (Spirit of Service Excellence).
Current Full New Zealand Driver License is essential.

Position Specific Qualifications, Skills and Experience	
Qualifications	<p>Demonstrated experience working with boards is essential</p> <p>A Tertiary qualification in a relevant field would be highly regarded</p> <p>Current Full New Zealand Driver License is essential.</p>
Knowledge and skill	<p>Executive Assistant, Board Secretary, or Senior Administrative role, preferably within a kaupapa Maori health, social services or not for profit service setting.</p> <p>Demonstrated experience supporting Boards and committees, including agenda preparation, high quality minute taking, and follow up of actions</p> <p>Strong understanding of governance processes and the ability to maintain accurate records, registers, and compliance documentation.</p> <p>Exceptional organisational skills, with the ability to manage competing priorities, deadlines, and complex schedules.</p> <p>Proficiency with digital tools and systems (e.g. Microsoft Office, Sharepoint portals, document management systems)</p>
Experience (Technical and behavioural)	<p>Excellent written and verbal communication skills, with confidence engaging professionally at executive and board level.</p> <p>Must be dependable, honest, discreet and ethical, with a high level of personal judgment.</p> <p>A high degree of integrity and sensitivity is required given the job holder will be working with confidential information.</p> <p>High level of personal initiative - Job requires a willingness to take on responsibilities and challenges, developing the skills that are required.</p> <p>The ability to work independently with little or no supervision.</p> <p>Emotional intelligence, sound judgement, and the ability to work calmly.</p> <p>Demonstrates discretion and professionalism in all interactions.</p> <p>Operates with a high level of attention to detail.</p> <p>The ability to relate effectively with all those people this position will bring them into contact with.</p> <p>Excellent proof-reading skills.</p> <p>A strong service ethic.</p>

Main Responsibilities
Meeting Management & Secretariat Support for the Board of Trustees.
Provide high level executive support to the CEO.

Role Delegations
Financial (limits/mandates etc.)
<ul style="list-style-type: none"> ▪ In line with agreed spending limits
Staffing
<ul style="list-style-type: none"> ▪ No direct reports

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
Meeting Management & Secretariat Support for the Board of Trustees.	<ul style="list-style-type: none"> • Meeting Management & Secretariat Support: Coordinating Board and subcommittee meetings, including preparing/collating papers, organizing venues/virtual links, and managing catering. • Minutes and Documentation: Recording accurate minutes, maintaining a decisions register, and updating action lists. • Governance & Compliance: Ensuring meetings and actions comply with internal policies, legal requirements, and the IoD NZ Governance Framework. Ensuring compliance with the Charities Act and other NFP-specific regulations. • Relationship Management: Acting as the liaison between the Board Chair, senior leadership and stakeholders when required. • Records Management: Maintaining accurate board membership records, policies, and official documentation. • Correspondence: Handle inwards and outwards correspondence. Be responsible for gathering the inward correspondence to be discussed at the meeting and compile and send any outward correspondence as directed by the Board and or CEO.
Provide high level executive support to the CEO.	<ul style="list-style-type: none"> • Support Executive Leadership meetings when required, including preparing agendas, gathering and preparing documents, taking minutes and attending to logistics of meetings. • Researching and preparing reports, presentations and correspondence. • Liaise with internal and external stakeholders on behalf of the CEO as required. • CEO inbox and diary management, including ensuring the CEO is prepared and resourced for external meetings, coordinating conference and meeting registrations, inclusive of travel arrangements.