



Job Description

Job Title - Ingoa Tūranga Mahi:	Board Secretary + Special Projects (Governance)
Reports to - Rīpoata ki:	CEO
Indirectly Reports to:	Director - Support Services
Service - Ratonga:	Executive
Direct Reports - Rīpoata Tika:	Nil
Location - Wāhi:	HomeGround 140, Hobson Street, Auckland CBD
Date:	May 2025

Te Tāpui Atawhai – Auckland City Mission

Background - Ko wai mātou

Te Tāpui Atawhai – Auckland City Mission supports Aucklanders in greatest need. Our services have evolved as the city's social needs have. We respond with care and compassion while advocating for a reality where there are enough suitable homes, enough access to nutritious food, and accessible health care for all.

Since our doors opened more than 104 years ago, this has been our 'why'. We offer support for however long and in whatever way needed – for some people that's simply accessing one of our many services, for others that's a complex journey with our full support.

The Mission, known as Te Tāpui Atawhai since July 2021, sees its Māori name as symbolising a commitment to understanding and addressing the impact of colonisation and contributing to the nation's healing process and acknowledging that existing economic, health, and social inequities for Māori are caused by breaches of Te Tiriti which are on-going.

Te Tāpui Atawhai is committed to upholding Te Tiriti o Waitangi, doing so is core to achieving our organisational mission and vision. Underpinning our work and foundational to our mission, vision and values as a Tangata Tiriti organisation. This commitment is demonstrated in everything we do as an organisation, and we are committed to fostering a diverse and inclusive workplace where staff feel valued and respected.

Position Purpose - Te Kaupapa o Te Tūranga

The Board Secretary works closely with the CEO (and at times Chair, Board Trustees and Directors) in providing governance and administrative leadership and support for the Board of Directors for Auckland City Mission Group and sub-committees.

The Board Secretary will provide and maintain Board meeting schedules, agenda and minutes and manage the Board reporting in readiness for all Board meetings.

The Board Secretary will take on special governance projects related to the Board Reporting cycle including supporting the annual Business Plan, Prioritisation and Budgeting processes. Time permitting, this role will also potentially involve projects focused on lifting organisational performance and strengthening strategic alignment.

Key Responsibilities – Ngā Kawenga Matua

Board Secretary Administration + Board Reporting

- Coordinate and prepare meeting schedules, agendas, and board packs in collaboration with the CEO
- Attend Board and committee meetings, record accurate minutes and distribute in a timely manner
- Maintain an accurate action and decision register, following up with responsible parties to ensure timely completion
- Maintain confidential records of Board deliberations and resolutions
- Work with the CEO, Directors and GMs to review, collate and produce Board reports and packs and distribute within agreed timeframes
- Maintain a full contact list of board members including board member appointment dates, bios, term of appointments, governance registers (conflict of interest register, anti-money laundering requirements)
- Maintain organised records, files, and confidential documents.

Governance + Compliance

- Ensure the organisation meets all statutory and regulatory filing requirements (Companies Office, Charities Services)
- Advise the CEO on statutory, regulatory and governance requirements
- Ensure that the orientation/induction of new Board members takes place.

Te Tiriti Governance

- Actively support the Mission's commitment to Te Tiriti o Waitangi and ensure governance processes reflect this commitment
- Ensure Te Tiriti obligations and commitments are reflected in board agendas, correspondence and reporting frameworks
- Ensure newly appointed trustees receive induction materials that include the Mission's Te Tiriti strategy and expectations.

Stakeholder Management, Correspondence + Communication

- Serve as a primary point of contact for Board members on administrative and governance matters
- Liaise with Board members, the Directorate, the Senior Leadership Team and the Board contributors to ensure effective meetings

- Manage external correspondence and ensure that requests made of the Board of Directors (or relevant) to the governance of the Mission is reported and responded to in a timely manner.

Meeting & Event Coordination

- Manage logistics for meetings including venue, catering, technology, and Board member attendance
- Organise and co-ordinate logistics for executive meetings and provide on-site support for events - if required.

Special Projects (Governance)

- Advise/lead an initiative to move onto a new Board platform
- Lead or support special strategic projects related to the Board Reporting cycle (including supporting the annual Business Planning, Prioritisation and Budgeting processes and supporting the development of the 2028 Strategy).
- Potentially support projects focused on lifting organisational performance and strengthening strategic alignment.

Support to the CEO + Directorate

- Provide high-level executive support to the CEO or backfill the CEO's EA role if required
- Act as back up Emergency Management Team (Lead Controller) Support role in an emergency situation when/if required.

Qualifications, Experience, Knowledge and Skill Requirements
Ngā Whēako – Ngā Tohu Mātauranga

Essential - Ngā Pūkenga Nui

Role-specific - Tūranga Motuhake

The skills, experience and knowledge outlined below may be obtained from a number of different experiences. For example, from paid work, voluntary work, work undertaken within your Church, Marae, or from specific iwi/whānau responsibilities. The list below outlines transferable skills, knowledge and experience we are seeking for this role.

If qualifications are required for the role, they are also outlined below. If no qualifications or preferred qualifications are outlined, we will consider equivalent experience for the role.

- Commitment to actively uphold Te Tāpui Atawhai – Auckland City Mission Te Tiriti o Waitangi policy and strategy.
- Ability to manage multiple competing priorities and meet deadlines in a dynamic and complex environment
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Teams, Sharepoint and document management systems
- Exceptional attention to detail with strong written and verbal communication skills
- Prioritisation and time management skills
- A can-do attitude and a willingness and flexibility to adapt to change
- High level of discretion and professionalism in handling confidential information.
- Project Management skills.

- Proven experience in a Board Secretary or senior governance support role
- Familiarity with the Charities Act/Companies Act (desirable)
- Understanding of not-for-profit governance frameworks and obligations (desirable)
- Experience in the not-for-profit, community, or public sector (desirable)
- Experience preparing board-level papers, excellent minute-taking skills
- Strong relationship management skills — able to work effectively with Board members, executives, and external stakeholders
- Strong written and verbal communication skills, with experience drafting Board/executive correspondence
- Confident in the use of BoardPro (or similar Board application) or willingness to learn Board governance software.

Why join us? – Haere mai

Cultural Respect: Be part of an organisation that values and integrates te ao Māori into its core values and operations.

Career Growth: Access to professional development and internal career progression opportunities.

Supportive Environment: Engage with a diverse network of colleagues and participate in culturally enriching events and activities.

OUR MISSION- Tō Mātou Kaupapa.

We provide immediate relief and pathways to long-term wellbeing for people in greatest need, through connection and access to kai, kāinga and hauora.

OUR VISION- Tō Mātou Kitea

Tāmaki Makaurau where everyone can thrive.

OUR IMPACT STATEMENTS

- Homelessness is brief, rare and non-recurring with affordable and healthy homes a reality for every person in Tāmaki Makaurau.
- Everyone has access to enough good kai to sustain them and their whānau needs.
- Health care is accessible for all, including people living with the effects of trauma, mental unwellness and substance abuse.