



THE NEW ZEALAND ARABIAN HORSE SOCIETY (INC)

PO BOX 80, CUST 7444, NORTH CANTERBURY • NEW ZEALAND

TELEPHONE: 64 27 695 9001 • EMAIL: arabnewzealand@xtra.co.nz

WEBSITE: www.newzealandarabs.com

ADVERTISEMENT

SECRETARY/REGISTRAR – CONTRACTOR POSITION

The New Zealand Arabian Horse Society (Inc) is the registering body for Purebred, Anglo-Arabian and Derivative Arabian horses in New Zealand. The objects for which the Society was established include the maintenance of purity of Arabian horses and to encourage the breeding and exhibition of Arabian horses in New Zealand. The NZAHS is a not-for-profit organisation which has been in existence since 1970 and currently has 160 members across New Zealand and Australia.

The NZAHS is seeking an experienced administrator with superb communication and people skills to look after the needs of the Society and its members. As the first point of contact for the Society, this is an important role which requires an enthusiastic, highly organised and self-motivated individual who can work unsupervised and efficiently under pressure. You will be highly skilled in the Microsoft Office software range, knowledge of the Xero accounting package, pedigree horse breeding and Adobe InDesign would also be an advantage.

This is a Contractor position (48 weeks per year) comprising of:

- Secretarial Work – 5 hours per week
- Registrar – hours as required paid on a per transaction basis.

The Contractor will work from their own home office/premises and must have a reliable internet connection. The Contractor will be responsible for their own Income Tax, Kiwi Saver, ACC Levies and GST (if applicable). The Society will provide a mobile phone, laptop, printed stationery, printer/consumables and a 20 foot shipping container to house the Society's records. Travel within New Zealand, including overnight stays, will be required from time to time.

Responsibilities will include:

- Day to day correspondence via email & telephone.
- Processing of membership applications, horse registrations, transfers, leases, imports and exports, artificial insemination permits, mare and stallion returns.
- Generating invoices, scanning source documents and matching payments using Xero.
- Preparation of Council and AGM meeting agendas and reports, venue & travel arrangements, attendance at meetings and recording of minutes

A detailed information pack is available from the Society's website: www.newzealandarabs.com.

Please email covering letter and CV by 5.00pm on Friday 2 June 2023 to:

Melanie Barker, Vice President
New Zealand Arabian Horse Society (Inc)
Email: melanie.barker@harcourts.co.nz



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APPLICATION & APPOINTMENT PROCEDURE SECRETARY/REGISTRAR – CONTRACTOR POSITION

1. Closing date

- Applications for this position close at 5pm on Friday 2 June 2023.

2. Method of Application

- Applications to be emailed to: melanie.barker@harcourts.co.nz
- A Covering Letter (as a PDF) should be addressed to the Vice President, Melanie Barker.
- A detailed Curriculum Vitae (as a PDF).
- Other relevant supporting material if desired (as a PDF).

3. Referees

- Applicants to provide the names and contact details of three people who may be contacted to act as Referees.

4. Application Timeline

Friday 2 June 2023	Applications close at 5.00pm
Week beginning 5 June 2023	Short listing
Friday 9 June 2023	Interviews in Auckland
Week beginning 12 June 2023	Successful applicant notified by telephone before a Contractor Agreement is offered in writing
Week beginning 19 June 2023	Unsuccessful applicants notified by email

5. Interview

- Applicants invited to an interview will be required to make travel arrangements at their own cost.

6. Commencement of Contract

- The successful applicant to commence duties as soon as possible.

7. Tenure

- This is a part-time Contractor Position (48 weeks) for one year which may be renewed.

8. Remuneration

- Paid on a Contractor basis and made up of:
 - Secretarial Work – 5 hours per week.
 - Registrar – hours as required paid on a per transaction basis.
 - NB: The Contractor will be responsible for their own Income Tax, Kiwi Saver, ACC Levies and GST (if applicable).

For further information or clarification, applicants are welcome to contact:
Melanie Barker - Vice President: Tel: 027 483 9845 or Email: melanie.barker@harcourts.co.nz
Mark Milmine – Councillor: Tel: 027 644 9008 or Email: mark@somersetgrocer.co.nz



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POSITION DESCRIPTION

SECRETARY/REGISTRAR – CONTRACTOR POSITION

<u>Reports To</u>	NZAHS Council
<u>Functional Relationships</u>	NZAHS Council NZAHS Members WAHO Authority Members Horse Programme Vendor Society Accountant & Auditor Society Lawyer General Public
<u>Tenure</u>	Part-time Contractor Position (48 weeks) for one year which may be renewed.
<u>Hours & Remuneration</u>	Contractor position (48 weeks per year) comprising of: <ul style="list-style-type: none">▪ Secretarial Work: 5 hours per week (\$7,200 annually, paid as \$600 per month on invoice).▪ Registrar: hours as required paid on a per transaction basis. Refer to "Transaction Payment Schedule", paid monthly on invoice.▪ NB: The Contractor will be responsible for their own Income Tax, Kiwi Saver, ACC Levies and GST (if applicable).
<u>Personal Attributes & Key Skills</u>	<ul style="list-style-type: none">▪ Excellent administration skills.▪ Experienced minute taker.▪ Excellent interpersonal and communication skills for dealing with a wide range of people.▪ Excellent attention to detail.▪ Enthusiastic, highly organised and self motivated.▪ Ability to work unsupervised.▪ Demonstrates high levels of initiative.▪ Ability to maintain a professional and personable attitude at all times.▪ Ability to maintain discretion and confidentiality.▪ Excellent working knowledge of Microsoft Office products, particularly Outlook, Word and Excel.▪ Knowledge of the Xero accounting package, pedigree horse breeding & Adobe InDesign would be an advantage.
<u>Other Requirements</u>	<ul style="list-style-type: none">▪ The Contractor shall work from their home/premises and must have a reliable internet connection. The Society will provide a mobile phone, laptop, printed stationery, printer/consumables and a 20 foot shipping container to house the Society's records. All other office equipment shall be provided by the Contractor.▪ The Contractor will travel to and attend full day Council meetings as required (usually up to four times a year) in various locations around New Zealand – overnight stays may be required.

Key Tasks - Secretarial

Telephone

- Accept inward calls and/or attend to answer phone requests for return calls on or before the next official work day. All calls or messages received on official work days must be responded to on that day.

Email

- Respond (with answer) or acknowledge receipt of (if answer requires research) on the same day received if it is an official work day, otherwise on or before the next official work day.

Council Meetings

- Preparation of Council Agendas & Reports – to be circulated 1 week prior to meeting.
- Organise venue, catering and flight bookings for face-to-face meetings.
- Set up link for Zoom or Skype meetings.
- Attend Council Meetings and take Minutes.
- Draft Council Meeting Minutes – to be circulated within 1 week of meeting.
- Complete action points as necessary.
- File approved Minutes in Minute Book.
- Upload approved Minutes to Xero for access by the Reviewer for end of year financial accounts.

Annual General Meeting

- Create AGM timeline once NZAHS Council has set AGM date.
- Update Council Nomination Form & Special Resolution Form to send with end of year member mailout and for website.
- Close-off for Council Nominations – 20th February. Check eligibility and acknowledge receipt.
- Circulate Postal Voting Papers for Council Election (if required) by 20th March.
- Close-off for Postal Ballot for Council Election (if required) – 20th April.
- Close-off for Remits/Special Resolutions – 60 days prior to AGM.
- Liaise with AGM host to create a Booking Form for attendees.
- Accept bookings and generate invoices in Xero, scan and attach booking form to invoice and match invoice to payment.
- Liaise with AGM host to organise venue, catering and other requirements.
- Circulate Notice of Meeting, Annual Report, Reviewed Financial Statements and Special Resolutions to be considered by the AGM to all members – 30 days prior to AGM.
- Compile list of Award Winners for presentation at the AGM.
- Attend Annual General Meeting and take Minutes.
- Draft Annual General Meeting Minutes – to be circulated within 1 month of meeting.
- Complete action points as necessary.
- File approved Minutes in Minute Book.
- Upload approved Minutes to Xero for access by the Reviewer for end of year financial accounts.

Membership Applications

- Acknowledge receipt of Membership Applications within 1 week of receipt.
- Membership Applications must be approved by the NZAHS Council. Seek pre-approval via email and officially approve at the next NZAHS Council Meeting.
- If applying for Full Membership, check eligibility ie that applicant owns or leases a Purebred Mare or Stallion.
- Add details to Membership Spreadsheet, Horse Programme and Xero.
- Confirm receipt of application and generate invoice in Xero, scan and attach membership form to invoice and match invoice to payment.
- Send New Member pack.

Roll of Merit

- Receive Show Results from hosts of approved A and AA Class Shows.
- Enter results of Approved Championships into Horse Programme.
- Prior to AGM determine those members that have achieved a Roll of Merit and invite them to the AGM to accept their award.
- Print Roll of Merit certificates for presentation at the Society's AGM.

Annual Mare & Stallion Returns

- Circulate Annual Mare and Stallion Returns with the end of year member mailout.
- Annual Mare and Stallion Returns to be submitted by Full Members by 1st April.
- Roll Over previous season's Mare Returns in the Horse Programme.
- Enter current season Mare and Stallion Returns into Horse Programme.

Stallion Nominations

- Maintain the Stallion Nomination list (Public Use and Private Use) for the NZAHS website in accordance with the NZAHS Regulations.

Finances

- Work closely with the NZAHS Treasurer to:
 - Assist with the managing of Creditors and Debtors.
 - Set up payments for authorisation by two signatories.
 - Set up bill payments for Supplier receipts and invoices for matching in Xero.
 - Set up invoices and scan source documents for Customer paperwork received for matching in Xero.
 - Assist with account reconciliation.
 - Assist with preparation of monthly reports for the NZAHS Council.
 - Assist with generating annual membership invoices and maintaining the membership spreadsheet.
 - Assist with preparation of the Annual Budget in consultation with the NZAHS Council.
 - Liaise with external Accountant re processing of Annual Financial Accounts as necessary.
 - Liaise with external Reviewer re processing of Annual Financial Accounts as necessary to ensure these are available to distribute to members prior to the Annual General Meeting.

Website

- Update website content as and when necessary.

Key Tasks - Transactions

All transactions to be:

- Processed in accordance with the NZAHS Rules & Regulations.
- Submitted on the appropriate form and accompanied by the relevant fee.
- Date stamped on receipt.
- Completed within 30 days of receipt.

<u>TRANSACTION PAYMENT SCHEDULE</u>	
Description	Per Transaction
Stud Name	\$20.00
Prefix	\$20.00
Brand	\$20.00
Lease	\$20.00
Transfer	\$20.00
Artificial Insemination Permit	\$20.00
Replacement Certificate	\$20.00
Purebred Registration	\$20.00
Derivative Registration	\$20.00
Import (horse or semen)	\$50.00
Export (horse or semen)	\$50.00

Special Projects

Any additional work over and above that specified in this Position Description and Contractor Agreement shall be deemed as a Special Project and a project specification and remuneration rate shall be negotiated between the parties at the time. Special Projects may include, for example, production of a new Stud Book.