



THE NEW ZEALAND ARABIAN HORSE SOCIETY (INC)

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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 Lawyer Society Accountant & Auditor 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 paid hours per week <u>PLUS</u> up to 5 unpaid voluntary hours per week. \$6,000 annually, paid as \$500 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 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.
- Organise host for Skype or telephone 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.
- 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.
- Take bookings and confirm receipt of or process payment.
- Generate invoice 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 or process payment.
- 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.

<u>TRANSACTION PAYMENT SCHEDULE</u>	
Description	Per Transaction
Stud Name	\$10.00
Prefix	\$10.00
Brand	\$10.00
Lease	\$10.00
Transfer	\$10.00
Artificial Insemination Permit	\$10.00
Replacement Certificate	\$10.00
Purebred Registration	\$20.00
Derivative Registration	\$20.00
Import	\$20.00
Export	\$20.00

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:

- Stud Booking Printing
- Website Re-design
- Year Book Production