

position description



POSITION: Executive Assistant | Board Secretary

REPORTS TO: Chief Executive Officer

KEY PURPOSE: To provide executive support to the CEO, Board Chair and Board Members of New Zealand National Fieldays Society Inc., along with administrative support to the Leadership Team as required. To be responsible for the full suite of executive assistant duties including diary and travel management, event and visitor coordination, board secretarial duties, report preparation, correspondence, recording keeping and project management as required from time to time.

NZNFS is a fast paced, professional organisation with high standards. This role needs to deliver all duties to a high standard and meet deadlines to ensure effective support. The holder must be strategic as well as administrative in their approach.

DIRECT REPORTS: Nil

BUDGET RESPONSIBILITY: Nil

STAKEHOLDERS:

Society Board Members	Society Members & Volunteers
Management and staff team	Customers
MCEC visitors	Local community
Strategic Partners	Government – Local and National

COMPANY OVERVIEW

The NZ National Fieldays Society, owners of Mystery Creek Events Centre, was formed in 1969 by a passionate group of individuals for the charitable purpose of advancing agriculture. From its beginnings as the 'Home of Fieldays' the Mystery Creek Events Centre (MCEC) now hosts a number of New Zealand's iconic events including Baptist Easter Camp, Motorhome & Caravan Show and more.

MCEC is an events centre, which means that every staff member must be willing to assist the team by doing whatever is necessary at the time. This will include tasks that are outside the normal scope of your role. At times you will be required to work outside your normal hours of work, and your normal days. The fundamental principle is that events cannot be delayed and must be delivered to the best possible standard.

KEY POSITION RESPONSIBILITIES

Responsibility	Outcome
Administration	<ul style="list-style-type: none">Executive administrative support is provided to the CEO, including diary management, travel arrangements and preparation of reports, presentations and correspondenceAdministrative support is provided to the Leadership Team on an as required basisVIP coordination for Society-owned events, including liaison with government/ government agenciesSupporting the Receptionist with the One New Zealand phone system and phone relief
Board Secretary	<ul style="list-style-type: none">Act as Board Secretary to include agenda preparation, minute taking and distribution using Board management software - BoardProEnsure accurate records are duly maintained and that all legal and constitutional requirements and obligations are compliedManage travel arrangements for Board and staff

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	<ul style="list-style-type: none"> • Manage the Annual General Meeting and any Special General Meetings with the process being in consultation with the Society President • Manage all Board related events e.g., Annual Board Dinner
Service Delivery	<ul style="list-style-type: none"> • Positive relationships with Board, Society members/volunteers and other stakeholders are built and managed • Support is efficient, consistent and accurate • Professional relationships with external stakeholders and VIPs on behalf of the CEO
Health and Safety	<ul style="list-style-type: none"> • All activities are undertaken observing company health and safety procedures and using common sense • All hazards, incidents and accidents are reported as required • Positive contribution to health and safety meetings, training and improvement activities as required
Organisation contribution	<ul style="list-style-type: none"> • Understands, promotes, and represents the Society and its brands positively in the marketplace • Looks after company assets (e.g., vehicles) and maintains them to a high standard • Compliance with all legal and constitutional requirements and obligations • Actively engages in ongoing professional development to ensure that skills, knowledge, experience, and competencies are kept up to date • Positive participation in team meetings as required • Promote team effort and create a supportive, collaborative, and fun environment • Contributes to special projects as required

PERSON SPECIFICATION

Knowledge/Skills/Experience

- Three or more years of experience as a PA/EA working with Senior Manager
- Board Secretary experience with accurate minute taking skills
- Highly developed written and oral communication skills – can convey information clearly, concisely and accurately to a diverse range of audiences
- Excellent interpersonal skills and approachable manner
- Prioritises multiple tasks, conflicting deadlines and delivers to deadlines while under pressure
- Superior attention to detail
- Strong use of personal initiative, and works successfully with limited supervision
- Strong planning and organising skills with the capacity to effectively manage competing demands and schedule work to ensure timely executive of tasks
- Remains calm and makes sound decisions under pressure
- Is professional and maintains a high standard of personal grooming
- Strong team orientation with the ability to work well within a team environment

NOTE: This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the team leader/manager to accommodate the operational needs of the business.