



SECRETARY

ROLE DESCRIPTION

The 2024 Constitution describes various functions that are legally required by the Incorporated Societies Act 2022 to be performed by the Secretary of the Ornithological Society of New Zealand Inc.

The Secretary will receive support from the Executive Officer as or when requested by the President. In the interests of achieving smooth and timely administration of the affairs of the Society the Council may from time to time delegate the implementation of specific functions from the Secretary to the Executive Officer.

The **Secretary** will be responsible for:

Council meetings

- Forward the Agenda for each meeting of Council together with supporting papers and a notice of meeting to Councillors at least 14 days prior to a meeting.
- Take Minutes of each Council meeting and forward with an Action Point Summary to the President not more than 10 days after each meeting.

Election of Councillors

- Upon request by the Council arrange to call for written nominations from the membership of the Society for the positions of President, Secretary, Treasurer, plus seven other Councillors (2024 Constitution. Section 11.2).
- The Secretary shall receive a candidate's nomination, accompanied by the written consent of the nominee together with a certificate that the nominee is not disqualified from being appointed or holding office as a Councillor (2024 Constitution, Section 11.5).
- Nominations shall be invited by notice published in the December issue of the *Birds New Zealand* magazine (publication deadline is 21 October) (2024 Constitution. Section 11.8).
- Nominations close 28 February.
- Inform Council and Candidates of the names of new elected Council members (if no ballot is required).
- If there are more nominations than vacancies, advise the candidates, prepare ballot papers and dispatch to all members (to be included with March *Birds New Zealand* magazine; closing date 10 February).
- Arrange for voting papers to be received by the Secretary not less than 14 days before the AGM (2024 Constitution. Section 11.12).
- Within 3 days after closing date arrange to appoint 3 scrutineers to count votes, and manage the vote counting process.

- Advise the Council, candidates and the EO of the names of the elected candidates (2024 Constitution. Section 11.14).
- Announce the names of the elected Councillors at the Annual General Meeting and move a motion requiring the ballot papers including, where appropriate, the entire electronic records of ballots, to be destroyed (2024 Constitution. Section 11.15).

Annual General Meeting

- Any motion to be considered at the Annual General Meeting shall be delivered to the Secretary in writing before the 28th day of February, duly signed by a mover and seconder who shall be financial Members of the Society (2024 Constitution, Section 18.12).
- Notice of each AGM, including motions to be considered, to be posted to members at least 40 days prior to meeting (included with March *Birds New Zealand* magazine, closing date 10.02).
- Announce the names of new Council Members or the result of the ballot.
- Take Minutes of the AGM and present draft to President for checking 10 days after AGM.
- Place the original copy of confirmed Minutes into the Minute Book.

Special General Meetings

- Special General Meetings of the Society shall be held within 35 days after the receipt by the Secretary of a requisition in writing signed by the President or at least ten financial Members, setting out in the form of motions, the business which such Members propose to transact at such meeting.
- Minutes shall be kept by the Secretary of Special General Meetings (2024 Constitution, Section 18.20).

Regional Representatives

- Inform Council, candidates and members (included with September *Birds NZ*, closing date 10.08.) of names of new RRs.
- Annual nominations for the Regional Representative in each region will close with the Secretary on 31 July in each year (2024 Constitution. Section 17.3).
- Nomination papers must be signed by two financial Members of the Society from that region and consented to in writing by the person nominated, who must be a financial Member of the Society.
- Nominations shall be invited by notice published in the June issue of the *Birds New Zealand* magazine (publication deadline is 10 May).
- If more than one valid nomination is received then the Secretary shall prepare ballot papers and send them to each Member eligible to vote in that region (2024 Constitution. Section 17.4).
- Ballot papers shall be sent to the region's Members before 30 October and votes must be returned to the Secretary before 30 November (2024 Constitution. Section 17.5).

- Within 3 days after closing date arrange to appoint 3 scrutineers to count votes, and manage the vote counting process.
- Inform the Council, the Regional Representative of the region and the candidates of the name of the elected candidate (2024 Constitution. Section 17.7).

Awards

- Call for nominations for Meritorious Services Award, Robert Falla Memorial Award and A.T. Edgar Junior Award in September *Birds NZ*, closing date 10.08.
- Award nominations to be with Secretary by 31 December.
- Maintain a register of awards bestowed.

Providing Information to Members

- Upon receiving a request from a member provide a written role description of the functions and duties of Officers of the Society (Ref: 2024 Constitution, Section 6.10).
- Upon receiving a written request from a member provide information held by the Society. All requests shall follow the procedure prescribed by the Act (Ref. 2024 Constitution, Section 7.7)
- Council may delegate these administrative functions to the Executive Officer.

Revised May 2024