



Job Description

Job Title	Board and Project Secretary
Reports to - Ripoata ki:	Board Advisor
Indirectly Reports to:	CEO
Service - Ratonga:	Executive
Direct Reports - Ripoata 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 105 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 foundation 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 Mission has two Boards, Auckland City Mission Housing Board and Auckland City Mission Board. The Former is a company with directors and the later a trust with trustees. The composition of both boards has seen significant change this year with some board members leaving and 8 new Māori board members joining. This sits alongside other significant changes including the payment of directors and trustees for the first time.

The Board & Project Secretary is one of two new positions, the other being a Board Advisor. Both will work closely with the Board Chairs – currently one person, as well as the Trustees and Directors and of course the CEO/Missioner/Manutaki and executives, particularly the three Directors of the Mission. The role is to provide governance administration and support for the Boards and the relevant subcommittees.

In addition to the monthly Board Administration this role is key in the delivery of a significant programme of work already in planning for the development and performance of the boards. The Board Secretary will provide and maintain Board meeting schedules, agenda and minutes and manage the Board reporting in readiness for all Board meetings.

This is more than a traditional Board Secretary role as the non-board time will be used in analysing how and what could make Board meetings more effective and then in turn developing these pieces of work.

Alongside this the Board & Project Secretary has the flexibility of work to assist with the CEO's agenda and from time to time fill in for her EA and help deliver on her portfolio.

Key Responsibilities – Ngā Kawenga Matua

Board Secretary Administration + Board Reporting

- Work with the Board Advisor to develop Board agendas for calendared meetings and communicate the needs of the board to the executives based on the previous Board minutes and the meeting with the CEO/Missioner/Manutaki ensuring that the Board pack is complete and available to the Missioners review to deadline dates. This will require follow up with the executives and managing multiple expectations and issues.
- 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.
- Ensure Board Pro is up to date and current including board member appointment dates, bios, term of appointments, governance registers (conflict of interest register, anti-money laundering requirements).
- Work with the Board Advisor to review Board reporting and data to get better information for reporting to the Board.

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 is robust and continuously improving.

Te Tiriti Governance

- Actively support the Mission's commitment to Te Tiriti o Waitangi and ensure governance processes reflect this commitment.
- Work with Manutea to ensure Te Tiriti obligations and commitments are reflected in board agendas, correspondence and reporting frameworks.
- Work with the Manutea and the Māori Directors and Trustees to 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.
- Work with the board Advisor to ensure that Board reporting is what is required so that both executives and board members contribute to 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 arrangements.

Special Projects (Governance)

- Advise/lead an initiative to move onto a new Board Management IT platform.
- Support the Board Advisor to deliver on special strategic projects related to the Board e.g: Board Reporting (including supporting the annual Business Planning, Prioritisation and Budgeting processes and supporting the development of the 2028 Strategy).
- Support the Board Advisor on 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 several 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.	
• Interest and willingness to bring the responsibilities of Te Tiriti o Waitangi to Te Tāpui Atawhai – Auckland City Mission policies and practices. • Ability to manage multiple competing priorities and meet deadlines in a dynamic and complex environment. • Proficiency in IT systems includes ability to learn about Data and AI. • 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 ever-changing sets of demands. • High level of discretion and professionalism in handling confidential information. • Self-sufficiency – this is a low managed position, so you need to be self-sufficient.	• Smart, ability to pick things up quickly, think through what people need and be flexible. • This role will require you to be strategic and collect the plates after an event – you need to be able and willing to do both and not be precious about who and what you do. • Willing to learn about not-for-profit governance frameworks and obligations (desirable). • Connection to our purpose is not hard but sometimes the impacts of that can be challenging – so resilience is critical. • Experience in preparing board-level papers, and excellent minute-taking skills would be great but attention to detail is key. • 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.