

## **Association of Hospital Play Specialist Aotearoa New Zealand Position Description – HPSAANZ Secretary**

The position of secretary for HPSAANZ is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Secretary shall hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

### **Purpose of Position**

- To maintain documentation to support the effective functioning of the management committee and ensure legal compliance.
- To manage incoming and outgoing correspondence for the association and communicate activities with members and the general public.

### **Key tasks**

- Ensure sent and received letters, emails or other documents.
- Forward correspondence to relevant members of the executive and/or reply in a timely manner.
- Ensure the association email address is accessed ([info@hospitalplay.org.nz](mailto:info@hospitalplay.org.nz)) and a reply to correspondence in a timely manner is sent, meeting the agreed timeline of 3 clear days for a reply.
- Develop the agenda in consultation with other committee members and circulate prior to meetings.
- Record and distribute minutes of meetings in a timely manner
- Document and report activities of the organisation to members and the general public.
- Maintain and update association documents as required i.e. constitution, mission/value statement
- Assist the President with administrative tasks.
- To coordinate nominations and voting in of new HPSAANZ Executive Committee (every two years)
- Administer the association email address [info@hospitalplay.org.nz](mailto:info@hospitalplay.org.nz) replying to correspondence in a timely manner
- Ensure documents for AGM sent out in compliance with the Rules (in association with President)

- Ensure new exec committee members have copies of Executive information pack
- Ensure any changes/updates that should go on the website are notified to website coordinator
- Hold the annual calendar and ensure we meet the deadlines of the calendar requirements

**Essential criteria**

- Hold full membership of HPSAANZ and be currently working within the profession
- Thorough understanding of the profession and the needs of members

**Time commitment:**

- Attendance at a 2 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive