

Job Description

Secretary

*All decision-making to be spread amongst the five nominated Executive Members (five separate portfolios).
Incorporating the mixed skills, expertise and locality.*

Work together as a team, sharing and supporting each other.

1.0 Preliminary and General

- a) Be familiar with typing and operating a computer. Presently the workload is operated on either Microsoft Word, Excel or equivalent.
- b) A reasonable competency in letter writing and document layout is required.
- c) Keep close liaison with the President over all matters.
- d) Liaise with the Treasurer for any correspondence regarding funds.
- e) Liaise with the Head Judge where necessary.
- f) Purchase stationery as required.
- g) Order and collect replacement competition numbers when required.
- h) Prepare music that has been submitted to the Executive Committee for Song List consideration.

1.1 Filing

- a) Keep files on the NZARRA Portable USB drive of any copies of all Agenda, Minutes, Treasurers Reports, Newsletters and their enclosures and other paper and computer work.
- b) Keep a backup copy of the digital files on a separate device.

2.0 NZ Annual General Meeting

2.1 Remits

- a) Date all remits received and enter on the computer.
- b) Type out any Executive notices of motion and/or remits.

- c) Provide each Executive member with a copy of all remits before the Executive meeting.
- d) After the Executive remit meeting, complete and arrange the full Remit list in Rule Book order, each remit to be numbered and to include submitting club or “Executive Committee”.
- e) Send to each Executive Committee member for checking and confirmation.
- f) Send Remits document to all Clubs with a newsletter giving notice of the date and location of the AGM, along with advice of existing Executive who are seeking re-election and nomination forms for executive positions.

2.2 AGM Preparation

- a) Prepare the Programme and Agenda (as set by the President).
- b) Liaise with the President, Treasurer and Head Judge in connection with their reports.
- c) Two weeks prior, send attending clubs and delegates the following enclosures: for them to print out and bring along.
 - The Programme
 - The Agenda
 - Inwards and Outwards Correspondence
 - Head Judge’s Report
 - President’s Report
 - Treasurer’s Report
 - Guidelines for delegates and observers
 - Roll Call of Club delegates and observers
 - Nominations received.
- d) Check the Club name labels for the AGM table and make any necessary replacements.

2.3 At AGM

- a) Put out the name labels for Clubs in the conference room and collect at the end of the AGM.
- b) Provide Stick-on labels for delegates’ names.
- c) Take the Minutes recording all Notices of Motion, Remits and General Business decisions and relevant discussion.

2.4 Immediately After the AGM

- a) Send a newsletter out to all Clubs recording briefly matters passed and any main points. Include advice from the Executive Committee and contact phone numbers.
- b) Prepare draft Minutes and circulated for either email confirmation or for the next Executive Meeting.

- c) Lodge a copy of the audited accounts with the Registrar of Incorporated Societies.
- d) If altered, prepare the necessary paperwork to have the amended Constitution registered with the Registrar of Incorporated Societies.

2.5 After First Executive Meeting

- a) Obtain approval of AGM Minutes, alter and prepare the main copy in accordance with instructions.
- b) Prepare the Rule Book as approved and Book B and the Constitution if necessary.
- c) Prepare a Calendar of Dates and Events for the year for sending to all clubs and post on the website.
- d) Send all of the above to the Executive Committee members for final checking.
- e) Make a copy to save on the harddrive, post on the website.
- f) Email clubs the latest newsletter and newly updated Club Lists and Judges Lists.

3.0 National Competitions

3.1 Prior to Nationals

- a) Liaise with the Executive as to accommodation bookings/travel arrangements.
- b) Ensure clubs submitting entries in the Top Team section receive a copy of the Top Team song as chosen by the Executive Committee and is posted on the website.
- c) Request names of runners from the host Club.
- d) Request Team Manager names from clubs attending.
- e) Send official invitations to those officiating (MC, Runners, Trophy presenters, Scrutineers).
- f) Liaise with the host club when working on the programme.
- g) Set up a spreadsheet to correlate assessments, entries, certificates list, badge list, payments, Team Managers, draw, programme, music, trophy presenters etc for each competition so as to be easy to follow and keep together.

3.1.1 Trophies

- a) Check to see if any competitors have won the same section for 3 years in a row, as this will entitle them to a miniature trophy (for them to keep) and to be presented to them at the following nationals.
- b) Send “trophy return” letters to last year’s winning clubs approximately 8 weeks from the next competition to allow for the return of trophies to the designated name and address by the due date.
- c) Liaise with the person elected to receive the trophies to ensure all trophies are returned in time.
- d) Check with the person who has received them that all trophies have been cleaned, any repairs made prior to nationals.
- e) Send letters to each Club/person who has donated a trophy and ask who will be presenting the trophy at the forthcoming Nationals. (2-3 weeks prior)
- f) Prepare a list of the trophies and the people presenting them for the MC and Floor Managers.

3.1.2 Entries

- a) Prepare the entry forms for the relevant Nationals, ensuring the dates and fees are correct on the entry forms for each year. Make any alterations as directed then update the Association website accordingly.
- b) On receipt of Club’s entries, check the entry forms for dates of birth (relevant to the category being entered); signatures, and ensure that all forms have been completed in their entirety.
- c) Send the Treasurer the spreadsheet of the number of entries/payments expected once entries close.
- d) Enter all the entries into a spreadsheet as per 3.1g): Also
 - The Treasurer requires the list in **Club** priority for checking entry fees.
 - The Head judge requires the list in **Club** priority, with assessing judges, for verification of assessments.
 - The President requires the list in **Categories** priority for setting the number of heats for the draw and programme in liaison with the Secretary.
- e) Send an acknowledgment of all entries to each Club noting the number of entries and the categories entered.
- f) Amend the spreadsheet as necessary (alterations, scratchings) and make copies to take to the next Executive Meeting for the competition draw.

- g) Liaise with the President prior to the Executive Meeting to ensure Heats/Sections are current so that Judging Sheets are correct for completion at the Executive Meeting.
- h) Prepare music selection worksheets for each of the Executive Committee.
- i) After that Executive meeting, prepare and type out the draw and the programme as set. Liaise with the President to ensure correct order.
- j) Send a copy of the draw to Clubs and post on the website for verification of spelling. (Give a couple of weeks before sending to printers)
- k) Send the draw and programme to each of the Executive, Scrutineers, printers and to the host club (Digital Copy only).
- l) Complete music selection list and forward to the DJ and the President.

3.1.3 Club Envelopes, Certificates and Numbers

- a) Prepare certificates with current signatures, year and host club.
- b) Print certificates for each competitor stating name, section and club. The Novelty section has one certificate only made out in the Club's name.
- c) Check all competition number patches and provide 4 pins per number.
- d) Print and prepare paper numbers for each couple to use in the Best Dressed section, Triples section and Top Club section.
- e) Prepare number cards for the best dressed male and female on the Sunday night numbered from 1 to approximately 95. Note: they are already made up.
- f) Print out the instructions for Team Managers. Sort entries into clubs and put in large, named envelopes, one for each Club, with the relevant number patches, paper numbers and certificates.
- g) Sort Sunday Best Dressed Female and Male numbers numerically, replace any that are missing or damaged. Keep the envelope ready for Sunday.

3.1.4 Other

- a) Prepare the Trophy Book in readiness for the winners to sign for their trophy.
- b) Provide large and small envelopes for the scrutineers for the judging sheets and the result sheets, and liaise with Host Club to arrange a cardboard box for Armchair sheets.
- c) Check with Scrutineers about supply of all relevant Scrutineering sheets.

3.2 At Nationals

- a) Liaise with the President and Head Judge that all matters have been covered and any other instructions are complied with.
- b) Attend and assist the President and Head Judge as required at the Team Managers and Judges Meeting on the Friday evening prior to competitions.
- c) Place out the envelopes for Clubs at the Team managers Friday evening meeting.
- d) Keep a record of clubs ordering judging and scrutineering sheets, listing payments made. Include price in the newsletter sent out with the draw prior to Nationals.
- e) Attend the Sunday Judges meeting and if requested, assist the Head Judge.
- f) At presentations record all placings and obtain trophy winners' signatures in the trophy book.
- g) Collect number patches from competitors (via the MC asking for them - if necessary ask the MC to put the message out several times).
- h) Have available for the floor manager/s on Sunday, numbers for best-dressed male and female parades. Collect after the day's events.
- i) Saturday and Sunday collect the result sheets from the MC.
- j) Sunday, collect judges' sheets from the scrutineers. Pass armchair sheets to the Head Judge.
- k) Give to the next nationals host Club a 'name plate' for the Host Club Shield for them to engrave and glue to the Shield.

3.3 After the Nationals

- a) Full results list and the Draw to go on the website and in the Newsletter sent immediately after the competition.
- b) Place judges sheets in order and arrange photocopying to fulfill orders.
- c) Send out copies of the sheets to Clubs when the required fee has been received.
- d) Check competition cloth patches and contact any Clubs who have not returned them to ask for their return. Inform the Treasurer so an invoice can be sent for the "overdue fee" as per the Rule Book.
- e) Write to the host Club and thank them for hosting, hospitality etc.

- f) Write and thank the scrutineers and any other officials as instructed.

4.0 Executive Meetings

- a) Liaise with the President on Agenda and circulate prior to meetings.
- b) Attend all Executive Meetings
- c) Record any alterations/amendments to the previous meeting minutes.
- d) Take Meeting Minutes and instructions/notes.
- e) Make notes of remits in the remit book as they are discussed during the year for discussion/implementation at the November/December Executive Meeting.

4.1 Immediately After Executive Meetings

- a) Do a draft newsletter after each Executive Meeting for perusal, alteration, confirmation by the President and prepare the final copy for sending to all Clubs and where it pertains to information relevant to them, the National Association and Association Judges and Scrutineers.
- b) Type the Minutes of the previous Meeting, check with the president and send out preferably within a couple of weeks of that meeting.
- c) Reply to correspondence as directed from the Minutes and do any tasks as directed from the Meeting.

5.0 Correspondence

5.1 Correspondence Inwards

- a) Enter all correspondence into Inwards Correspondence files on the computer.
- b) File in Correspondence Folder for reference and take to meetings.

5.2 Correspondence Outwards

Note. The President must check all outward correspondence before sending.

- a) Type newsletters and enclosures; post on the website.
- b) Type and send any other correspondence as directed.
- c) List in Outwards correspondence on Computer; file digital copy.

5.3 Correspondence General

- a) Make copies of Inwards and Outwards Correspondence Lists available to all Executive Committee prior to and at each meeting.
- b) Correspondence folder is taken to meetings except those prior to Nationals, when only that pertaining to the competition is required.
- c) Prepare an Inwards and Outwards correspondence for January - December for AGM delegates of the following year.
- d) Keep club lists up to date; advise the Executive Committee of changes to the list. Update website with current club list accordingly.
- e) Update the song list as and when required, advise clubs of any changes through the Newsletter.

**Prepared by Neva Zainey
Secretary
NZARRA Inc.
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