



## GEN Board Secretary and administrator: role description

Are you organised and people-focused with an eye for detail and event management? Want to work around 8 hours a week from home with the odd excursion into Wellington's CBD? GEN is looking for a new administrator to start in February.

The [Government Economics Network](#) (GEN) is an incorporated society and registered charity. GEN is governed by a Board of volunteers. These volunteers work alongside a paid Director of Operations and the administrator to make our planned activities and strategic vision happen. GEN's vision is excellent government policy for Aotearoa New Zealand. This means we see robust economic analysis and advice as a way to achieve this vision, rather than an end in itself. We aim to improve the linkages between GEN across the private, public, and academic sectors; encourage debate and discussion; and open the door for the development of non-economists and economists. We need a Board Secretary and administrator to support us in the effective day-to-day running of our organisation and to help keep records to ensure we comply with our obligations as a charity.

This role would be perfect for someone who wants to be home with their kids or is making forays back into the workforce. We need someone with some experience in administration, organising events and 'herding cats' and who is self-managing. We are also keen to improve our admin systems and practices and willing to provide the resources to do this.

### Main duties

#### GEN Board Secretary

- organise monthly GEN Board meetings, prepare agenda, circulate papers to Board members and draft minutes (10 one-hour meetings per year, held virtually)
- organise GEN's Annual Meeting, prepare agenda and Annual Report, send out Notice to GEN members and draft minutes

#### Organise GEN training events

- liaise with the GEN Training Committee on training course details (about 8 courses per year)
- organise dates/times with course presenter and venue
- arrange for promotion of course, e.g. GEN newsletter, social media and website (either by GEN Operations Director or web designer)
- keep records of registrations and email confirmations
- arrange for invoices to be issued (by accountant) to course participants and chase any outstanding invoices (NB many people pay electronically at time of booking)
- organise printouts of training course materials, e.g. presenter's slide packs for participants, attendance register
- organise refreshments, i.e. purchase and deliver biscuits to venue
- deliver training course materials to venue, e.g. presenter's slide packs, attendance register, GEN notebooks/pens, biscuits, etc
- check participants' COVID vaccine passes on arrival at venue

- send out training course feedback form to participants (using SurveyMonkey), collate and distribute feedback to GEN Board members and course presenter
- coordinate training course essays between course presenter and participants
- prepare and email training course certificates to participants.

#### **Organise networking events**

- liaise with the GEN Events Committee on event details (about 5 events per year)
- organise date/time with presenter, venue and catering
- create event listing on Eventbrite for registrations
- arrange for promotion of event, e.g. GEN newsletter, social media and website (either by GEN Operations Director or web designer)

#### **Maintain GEN member and GEN distribution lists (using MailChimp)**

#### **Manage GEN's documents and records (using Google Drive)**

#### **Manage GEN's email account (using Gmail) and carry-out or allocate follow-up actions accordingly**

#### **GEN newsletter and social media**

- support GEN Operations Director in preparing and distributing newsletter and social media posts, as necessary

#### **Other ad-hoc administrative support**

- provide ad-hoc administrative support to other GEN committees (eg Conference Committee, Prize Committee) and Board members (eg Chair, Deputy Chair, Treasurer)

#### **Hours and working arrangements**

- 32 hours per month (about 8 hours per week), with some peaks and troughs
- flexible working arrangements, i.e. home working possible for most tasks; 'in person' presence needed for some tasks (see duties above)
- you need to be able to work independently, with little day-to-day supervision
- you will work closely with GEN Operations Director, the Board Chair and committee chairs
- a handover between the current Board Secretary and administrator can be arranged, depending on the start date
- office space, computer and broadband not provided
- the GEN Board is open to new ideas on how it can improve its administrative systems and processes and is willing to make the necessary investments to do this.

This is a contract position, paid at an hourly rate of around \$50 (subject to experience). You will need to sort out your own tax and GST payments.

Applications are due to [info@gen.org.nz](mailto:info@gen.org.nz) by 5pm on Friday 28 January. If you've got any questions, please also email [info@gen.org.nz](mailto:info@gen.org.nz).