



## Position Description

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| <b>Position name</b>       | Board Administrator                                      |
| <b>Position reports to</b> | Board Chair  |
| <b>Tenure</b>              | Part time (approximately 5-10 hours per week, term time) |
| <b>Date</b>                | April 2024   |

### About St Margaret's

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our Purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake.

### Purpose of the position

The Trust Board Administrator plays a pivotal role in supporting the effective functioning of the school's Trust Board. This role provides administrative and secretariat support to the Trust Board, ensuring the smooth flow of information, and assisting in the organisation and documentation of meetings and decisions. The Trust Board Administrator is expected to maintain a high level of confidentiality and professionalism.

### Key Accountabilities

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| Trust Board secretariat | <ul style="list-style-type: none"><li>• Provide administrative and secretariat skills for the Trust Board, including<ul style="list-style-type: none"><li>• schedule Trust Board meetings and events each year and ensure all Trust Board members are informed of dates, times and location</li><li>• prepare and distribute meeting agendas, supporting documents and minutes</li><li>• attend Trust Board meetings, record minutes and distribute them in a timely manner</li><li>• maintain accurate records of all Trust Board resolutions and decisions</li><li>• assist with any annual or board reporting as required</li></ul></li><li>• Maintain a high level of confidentiality and prioritisation of all matters</li><li>• Establish and maintain effective relationships with key stakeholders (both internal and external)</li></ul> |
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|                              | <ul style="list-style-type: none"> <li>• Assist Trust Board members with any administrative needs, including travel arrangements, reimbursements, and special projects</li> <li>• Facilitate Trust Board training and development opportunities as needed</li> <li>• Perform any other duties as reasonably requested by the Board Chair</li> </ul>   |
| Communication                | <ul style="list-style-type: none"> <li>• Act as the primary point of contact between Trust Board members, school leadership, and external stakeholders</li> <li>• Manage correspondence, emails, and enquiries directed to the Trust Board</li> <li>• Ensure that all official communications are accurate and in compliance with applicable regulations</li> <li>• Liaise with the Bishop on Trust Board activities and diocese compliance.</li> </ul>   |
| Documentation and Compliance | <ul style="list-style-type: none"> <li>• Maintain comprehensive Trust Board documents via Board Pro, online Board software system</li> <li>• Ensure that all records are easily accessible for Trust Board members and comply with data protection regulations</li> <li>• Maintain school policies and register ensuring adherence to consolidation statute/status for the Board</li> <li>• Opportunities, risks and issues are identified, escalated and managed appropriately</li> <li>• Comply with and support all health and safety policies, guidelines and initiatives</li> <li>• Stay informed of the education, regulations and governance practices that may affect the school or Trust Board.</li> </ul> |

### Functional Relationships

- Trust Board Chair
- Trust Board members
- Executive Principal
- Executive Principal's Executive Assistant
- General Manager
- Bishop
- External parties as required

### Qualifications & Experience

#### Qualifications

- Relevant tertiary qualification in secretarial/administration and/or business management
- Understanding of governance structures would be advantageous.

#### Experience

- Experience in a similar administrative or secretarial role, preferably in an educational or non-profit setting
- Excellent organisational and time management skills
- Strong communication and interpersonal skills
- Proficiency in office software, such as word and excel
- Excellent verbal, written and interpersonal skills
- High level of integrity and professionalism with excellent attention to detail and accuracy
- High degree of emotional maturity, use initiative appropriately, to proactively manage a range of situations
- Able to work independently and collaboratively
- Ability to handle sensitive and confidential information with discretion
- Strong problem-solving and decision-making skills.