

Fencing Central Inc.

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**Job Title**

Secretary,
Fencing Central Incorporated

Reporting

1. The President of Fencing Central Incorporated
2. The Management Committee of Fencing Central Incorporated
3. The Members of Fencing Central Incorporated

Communications

1. President
2. Secretary
3. FeNZ
4. Members of Fencing Central

Job Purpose

To manage correspondence and hold files for Fencing Central Incorporated and assist the President with the day to day running of Fencing Central Incorporated.

Key Responsibilities and Accountabilities

- To send out notices to the relevant people for all meetings.
- To ensure minutes are taken at each meeting and presented at the next for approval.
- To ensure Fencing New Zealand receive the minutes from each meeting.
- To maintain a current list of contacts for each club in the provincial region.
- To be signatory on Fencing Central Incorporated's bank account (with the Treasurer, President and potentially other members of the Management Committee).
- To stand as the main contact between everyone and the Management Committee.
- To assist the President, as required, on the day-to-day running of Fencing Central Incorporated.
- To hold the common seal of Fencing Central Incorporated.

Scope

The main scope of the Secretary is to take minutes at meetings, handle correspondence, hold the files of Fencing Central Incorporated, and assist with the day-to-day running of Fencing Central Incorporated. This will usually involve replying to enquiries and sending out emails to Management Committee members and other regions.