

The Council, Emma, Nic and Michelle, have identified a need to bring onboard another Council Member as Administrative Secretary. This person will liaise closely with the Country Representative (GS) who has been responsible for many of the tasks. We see benefits in being able to free up the time of the CR from Council tasks so they can take up their role more fully.

This role would need to work efficiently, cost effectively and in close collaboration with the rest of the Council team.

Having a greater digital presence, through the website and social media is recognised as key to meeting our Societies need and in particular, meeting the younger generations in their online world of working.

#### Roles and Responsibilities

- Minutes – council meetings and national Society meetings such as AGM, Special General Meetings
- Membership – changes such as transfers, resignations, deaths
- New members – working with CR to onboard.
- Events organising – registrations and co-ordinating. Liaise with local organising committee, Treasurer etc.
- Outgoing communications such as Council Newsletters, liaise with SCOPE team as required
- Represent Anthroposophy, and the activity of the ASNZ and GAS

#### Skills

- Effective, timely communicator
- Teamwork in an environment where impartiality is vital in serving our members and the wider community as per Charity rules.
- Email communications
- Microsoft 365 is the operating system used for all documentation. The ability to work with ease with Microsoft 365 is imperative. Teams is the main internal comms platform
- Website is the communication hub
  - membership database
  - Events, calendar
- Familiarity with the use of websites and social media is essential.
- Social media: minimum of Facebook, Instagram as outreach points key to connecting with younger generations.

#### Commitment

- This position requires attending Council meetings – held quarterly in person and via Teams and attendance at Teams meetings as required for operational purposes as a minimum.
- The council meets regularly via Teams for study.

Please email expressions of interest and CV to [emma@anthroposophy.org.nz](mailto:emma@anthroposophy.org.nz)

Applications close 26<sup>th</sup> July 2024.

Interviews will be held Sunday 11<sup>th</sup> August in Hawke's Bay following the AGM. Interviews can be arranged via video if necessary.

Outcome will be advised by 25<sup>th</sup> August 2024.