



POSITION DESCRIPTION

Job Title:	Executive Administrator
Responsible to:	Massage New Zealand Executive Committee (MNZEC)
Reporting to:	MNZ President
Direct reports:	General Administrator
Purpose Statement:	To manage and oversee all operational and business functions of MNZ and to advise and support the Executive Committee to fulfill their governance and strategic requirements for the organisation.

Key Accountabilities:

1. Organisational and Operational Management

- Oversee all management, operational and business functions of MNZ.
- Work closely with the President to support the Executive Committee to fulfill its governance and strategic requirements.
- Communicate important information to members via email, website news updates, Facebook and Instagram.

2. Staff Management

- Manage General Administrator to ensure all membership and general administration tasks are being fulfilled.
- Meet with the General Administrator (via Skype or phone) on a weekly/fortnightly basis to receive an update on work priorities and provide support/mentoring.
- Respond to any queries or concerns raised by the General Administrator and take to the Executive Committee as necessary.

3. Executive Committee Support

- Arrange the induction/orientation of new Executive Committee members and ensure that handovers from previous Executive Committee members takes place.
- Support the Executive Committee in their roles and provide information as required.
- Work closely with the President, provide support, and keep them informed of any important or urgent matters affecting the organization.
- With the President, prepare draft agenda for meetings and call for items of inclusion.
- Send out email reminders of meetings, with agenda and any relevant documents.
- Write up Minutes of meetings and disseminate to Executive in a timely manner, together with an updated Action Plan for the month.
- Load approved Minutes onto website.
- Follow up on any Executive Administrator action points.
- Liaise with MNZ President in a timely fashion to ensure efficient completion of tasks.

4. Website Management

- Act as webmaster and maintain website by ensuring all information contained on the site is up to date.
- Work with website developer to ensure website remains fully functional and alert website developer to any issues as soon as possible.
- Ensure that any changes to the MNZ Constitution, Rules or any aspects of membership are updated on the website accordingly.
- Write news items and other information updates as required, add MNZ events and load onto website

5. Magazine support

- Liaise with Magazine Co-Editors.
- Write quarterly Executive Administrator report.
- Write articles or provide information updates as required, to advise MNZ members of important matters or changes affecting them.
- Follow up advertising clients to secure paid advertising income for each magazine issue.
- Load finalised magazine issue pdfs onto the member's area of the website and email out web link to members.
- Liaise with Magazine designer and publisher as necessary.

6. Annual General Meeting Organisation and Planning

- With the Executive Committee, decide on an AGM location and workshop.
- Arrange venue, catering and accommodation for the Executive Committee and relevant MNZ staff and liaise with workshop presenter to ensure their requirements are met.
- Ensure advertising of the AGM and workshop and call for remits from members according to AGM planning timeline.
- Prepare agenda, remits, proxy voting forms and other AGM documents and email to members in advance.
- Collate, edit and prepare the Annual Report and liaise with publisher about printing requirements, organise and oversee running of the AGM on the day, delegating tasks to others as required e.g. registration of attendees, voting papers etc
- Take Minutes or arrange a Minute taker at AGM.
- Ensure Minutes are written up after the meeting and load onto website.
- Send changes of Constitution and Executive Officers to the Companies Office.

7. Conference Planning Oversight

- Provide oversight for the Conference Committee to keep on track with planning deadlines.
- Organise for Conference Committee online registrations and any other website help they may need.
- Receive regular updates from the Conference Committee and report to the Executive Committee.
- Ensure members are sent all relevant conference material via email and conference online registration is in place.
- Diarise Pre-conference Massage Educator's meeting and assist liaise with Education Officer in planning this event.

8. Financial Support

- Act as a signatory for the MNZ account.
- Carry out online authorization of payments, as directed by the Treasurer.
- Review business arrangements and service contracts with MNZ from time to time to ensure MNZ is getting value for money.

9. General Administration

- Respond to all incoming communication or forward on to relevant MNZ staff, Executive Committee or non-Executive post holder.
- Maintain all administration documents and files.
- Ensure the EO laptop is backed up regularly (weekly at least).
- Ensure the General Administrator provides Top Student Award certificates to Affiliate member educational institutions upon request.
- Liaise with any members who volunteer to assist MNZ and refer to the appropriate person.
- Share advertising duties with the General Administrator especially around membership renewal time.

PERSON SPECIFICATION

Experience:

- Minimum of 3 years experience in a senior administration/management role
- Experience managing staff
- Experience working in a sole charge capacity
- Experience within a membership organisation or reporting to a board preferred
- Experience in or an understanding of the massage industry in New Zealand preferred

Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:

- Able to work unsupervised and as part of a team
- High level of organizational skills
- Able to see the big picture and have an eye for detail
- Able to manage a range of priorities and plan for competing demands
- Project management experience
- Able to coordinate others, delegate tasks and follow up accordingly
- Able to liaise effectively with internal and external stakeholders and develop positive working relationships
- Self driven
- Able to use initiative and to problem solve effectively
- Takes responsibility for own work and maintains high personal and professional standards
- Excellent communication skills (written and verbal)
- Experience in minute taking
- Excellent computer skills
- Experience in using the Microsoft Office suite of programmes (Word, Excel, Outlook, Publisher)
- Database management skills
- Experience in website maintenance and updating
- Ability to relate well to a range of people and develop working relationships
- Ability to adjust communications style to different audiences
- Considers the views of others in reaching decisions
- Ability to link long-range visions and strategies to current activity
- Able to manage stress levels and take responsibility for own wellbeing