

ExCom Secretary 2iC

Job Purpose

Kiwiburn Executive Committee (ExCom) Secretary 2iC supports the Secretary who is keeper and moderator of the ExCom's activities, as well as the department lead for the year-round Admin and IT Teams. This role also supports the Secretary to facilitate the ExCom and Admin Team members in executing their goals for the Kiwiburn event each year, ensuring cross-team communication and bigger-picture cohesion.

As a 2iC to an ExCom Facilitator role the Secretary 2iC may be required to stand in for the Secretary if they are temporarily unable to carry out their responsibilities.

Key Responsibilities

Admin and IT Facilitation Support

- Assist the Secretary in providing leadership and facilitation for the Admin and IT department teams.
- Support annual department planning and event planning for the annual Kiwiburn event.
- Ensure that the Admin and IT department has accessible and up to date policies and processes in place, and support other crew members to navigate these as required.
- Maintain communication and information sharing throughout your department, according to Kiwiburn's [Organisational Structure](#).
- Gather information and provide advice to the Secretary to inform decision making.
- Maintain external communications and manage enquiries via assigned email addresses.
- Support the onboarding of new members into the Admin and IT teams alongside the Volunteer team, and support the Secretary in onboarding new facilitators onto ExCom.
- Help to create a collaborative, engaging and inclusive team culture where people are inspired to contribute and make a difference for the Kiwiburn community.
- Keep in regular contact with Team Leads in your department to coach, mentor and assist them to remove roadblocks.
- Support the writing and collation of the annual Afterburn report for the Admin and IT Team Leads, where needed.

ExCom duties

The 2iC is expected to act in a manner fitting of an Kiwiburn Executive Committee (ExCom) member, as per the [Memorandum of Understanding](#). **At times, the 2iC will be required to stand in for the Facilitator in the delivery of their ExCom responsibilities.** These are:

- Be an active member of the ExCom, collaborating to provide strategic and key decision making for Kiwiburn, and representing the voice of your Team Leads and community.

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- As part of ExCom, manage and direct the operation of Kiwiburn Incorporated Society and the annual Kiwiburn event.
 - Participate in ExCom online discussion groups and attend online meetings.
 - Contribute to courageous discussions at ExCom level to drive change.

Working Relationships

- Secretary
- Admin and IT Team Leads
- ExCom Facilitators
- Other Kiwiburn Team Leads, as required

Time Commitment

- **Year round average:** 2 - 8 hours per week. From September - January this increases to 5 - 10 hours per week, and February - April (post-event) drops to 2 - 5 hours per week.
- **On site:** May be required to lead Admin and IT team onsite roles as a delegate for the Facilitator - to be discussed prior to each annual event.

Necessary Qualities, Knowledge and Experience

- Experience with productivity software (e.g. MS Office, Google Workspace)
- Strong people and operational leadership skills
- Proactive and inclusive communication style, especially in an online environment
- Ability to work collaboratively in a team with integrity and respect
- Effective stakeholder management and experience in building relationships to achieve shared outcomes
- Project and time management skills, with ability to deliver to deadlines.
- Familiarity with the various Kiwiburn teams and their functions
- Desire to serve the wider Kiwiburn community
- Flexibility and adaptability in a potentially fast changing environment
- Comfortable learning/using software with regular access to a computer and internet
- Self directed learner

Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation preferred but determined on a case by case basis
- Knowledge of information management and governance best practices, especially with respect to existing NZ government policy - Incorporated Societies Act 2022 and Privacy Act 2020
- Previous experience managing a team of people with different workloads and priorities
- Experience as a Team Lead for one or more of the teams in the Admin and IT department
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please refer to the [Memorandum of Understanding](#) for more information.