

## ExCom Secretary

### Job purpose

Kiwiburn Executive Committee (ExCom) Secretary is keeper and moderator of the ExCom's activities, and is one of 3 required Officer positions for the Kiwiburn Incorporated Societies Register. Secretary acts 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. This role involves being an active member of the ExCom, taking part in strategic and crucial decision making for Kiwiburn, as well as being a voice for the Admin Team and Kiwiburn community.

### Key Responsibilities

- Acting in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain communication and information sharing throughout all departments according to Kiwiburn's [Organisational Structure](#).
- Participate in ExCom online discussion groups and attend monthly online meetings.
- Maintain the [secretary@kiwiburn.com](mailto:secretary@kiwiburn.com) email address, [admin@kiwiburn.com](mailto:admin@kiwiburn.com) and email addresses (depending on these roles being actively filled or not).
- Record keeper and moderator of the ExCom's activities, including:
  - Excom meetings, Summit, AGM (creating agenda, keeping minutes and posting minutes after meetings).
  - Updating Kiwiburn's address and officer details on the Incorporated Societies register.
  - Asana (Kiwiburn's project management software).
  - Access to Kiwiburn's Google Drive documents.
  - Excom Google Groups (adding and removing incoming/outgoing members, keeping track of email discussions, closing Threads off for discussion once concluded).
- Keep ExCom informed of any key decisions that affect them, consulting on larger organisational issues prior to making decisions.
- Ensure timeliness and responsiveness across all project work (including prompts within Asana where necessary).
- Drive the on-boarding of new ExCom members and Team Leads in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
- Provide leadership and strategic direction for task delegation and information sharing with ExCom and their Team Leads.
- Collection and collation of the annual Kiwiburn Afterburn report.
- Manage admin spending, including developing and working within budgets.

### Working Relationships (ref: [Kiwiburn Org Chart](#))

- ExCom Chairperson (support the Chairperson in their management of the ExCom)
- ExCom Treasurer (assist with the submission of annual financials to Incorporated Society and our Regional Burning Representative as required).

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- Facilitators (ExCom members).
  - Admin Lead, Documentation specialist (ensure these volunteers have guidance in their tasks and access to the resources they require).
  - Regional Burning Man Contact.

### **Time Commitment**

- **Year round:** 2 - 5 hours per week (including monthly online ExCom meeting).
- **November/December:** 5 - 10 hours per week.
- **On site:** N/A..
- **Post Event:** 2 - 5 hours per week, and one (or two) weekend(s) for ExCom Summit and collation of the annual Kiwiburn Afterburn report.

### **Necessary Qualities, Knowledge and Experience**

- Strong communication skills, especially in an online environment.
- Desire to assist and add value to the Burner community.
- Regular access to a computer and internet.
- Time management – work planning and ability to stick to deadlines.
- Ability to work collaboratively in a team with integrity and respect.
- Comfortable learning/using software.
- Self directed learner.

### **Desirable Qualities, Knowledge and Experience**

- Prior experience managing a team of people/leadership position within the Kiwiburn organisation preferred, but determined on a case by case basis.
- Familiarity with the various Kiwiburn teams and their functions.
- Existing relationship/s with Team Leads.
- Project management experience.