



Position Description

Board Secretary

The Road Traffic Accident Trauma Charitable Trust trading as the National Road Trauma Centre is a dedicated charitable organisation committed and to enhancing the lives of others.

Due to a significant expansion, the National Road Trauma Centre is now seeking additional Trustees who have an active interest in the Trust's lead role in roading, healthcare, emergency services and post trauma care sectors that will allow us to continue to meet our objectives when we were founded in 2010.

Our strategic objectives are organised around a structure designed to ensure it provides meaningful impact to reduce the socio and economic cost of road trauma in our community. Currently in New Zealand Motor vehicle crash injuries have the highest rate of major trauma. Our five strategic objectives will look at a transformed approach to address the wider socio-economic consequences of motor vehicle crashes by providing integrated services that would be commercially viable and sustainable for those impacted directly and indirectly impacted.

Our newly proposed structure is to provide the best outcome to optimise support centric to the needs of patients, industry professionals and road trauma prevention (road safety, physical and psychological injury prevention) in a structure and set at a standard not seen in New Zealand. It is our vision, this newly defined structure will enhance collaboration and connectiveness to benefit and best serve the needs of those in our community, particularly those most vulnerable.

We are looking for a qualified candidate who shares our values to join our Board of Trustees in the role of Board Secretary. The position requires someone who can provide professional, confidential support to the Trust Board in their meeting and communications processes.

We are especially interested in those who would like to make an influential difference to our community through our highly regarded service offerings.

Primary Duties

- Record and prepare accurate record of meeting minutes ensuring that the discussions and decisions of the Board are recorded accurately.
- Microsoft Teams may be used to record and transcribe meeting minutes.
- Circulate minutes for review by the Trust Board within three - five days of the meeting and finalise.
- Coordinate communication within the Trust Board and follow up actions arising from the meetings (if requested by Chair).
- Maintain a central register of key governance documents and ensure that they are easily accessible to Chair, Trustees and regulatory bodies as required.

Additional Duties if Capacity

- Liaise with Stakeholders on behalf of the Trust.
- Prepare and finalise Induction Pack of new Board Members and distribute once authorised.

The position would be non-remunerated, however, it would provide an opportunity for the right person to expand their technical skills or enhance further employment opportunities. It is anticipated with growth – remuneration of time and expenses may be reimbursed.

For further information please contact Danielle Thompson, danielle@nationalroadtraumacentre.org.nz or Sarah Dean, sarah@nationalroadtraumacentre.org.nz, mobile 027 324 0918.