

WHENUAKITE FUNDRAISING TEAM

# NEED YOUR HELP

We are currently seeking a secretary to join our committee. This role is not overly demanding but plays an important part in keeping our meetings organised and effective. Key responsibilities include

Liaising with the executive committee to set the agenda for our monthly meetings

Taking notes during meetings and compiling accurate minutes

Circulating the minutes to the wider team in a timely manner

Looking ahead, we may explore the use of technology to streamline the role further by recording meetings and generating automated transcripts, which would significantly reduce the manual note-taking required.

If this sounds like something you'd be interested in or if you'd like to learn more, please don't hesitate to reach out to me directly.

**TEXT TRACEY - 0274773350**

