



Situation Vacant - Association Secretary

The Māpua & Districts Community Association works for the good of our local communities - Māpua, Ruby Bay, Mahana, and Bronte. Our aims are to:

- a) Promote and foster interest in the social, economic, environmental and cultural life of Māpua and surrounding districts.
- b) Encourage public discussion on the development of Māpua and districts, and support the preservation of its unique qualities and the desired lifestyle of residents.
- c) Serve as a channel of communication between the community and the Tasman District Council (TDC) and any other statutory or interested organisation whose activities may affect those who live in the district.

We are currently looking for an Association Secretary. The ideal candidate would be someone who was passionate about our community. Basic computer, administration or secretarial skills would be beneficial – but a willingness to learn is all that is required! Key responsibilities include:

- Minute taking (2 x 2-hour meetings each month – one Association Executive meeting and one Community Association meeting);
- Preparing meeting documentation;
- Managing correspondence (inward and outward); and
- Support in writing submissions on behalf of the Community Association.

A tax-free honorarium of \$200 per month is offered for the role. The annual meeting schedule is:

- Monthly General Meeting – 2nd Monday of every month (*except December*) 7-9pm, Bill Marris Room, Māpua Hall.
- Executive Meetings – 4th Tuesday of every Month (*except December*) 7-9pm, Meeting Room, Māpua Hall.

If this sounds like you, please contact the Exec. by emailing info@ourmapua.org

All inquires and questions are welcome! To check us out visit www.ourmapua.org or find us on Facebook @Mapua Community Association.