

## Position Description

<b>Position Title</b>	Body Corporate Chairs Group Administrator, Wellington Branch
<b>Location</b>	Wellington
<b>Reports to</b>	Wellington Branch Chair
<b>Tenure</b>	Part time contract – up to 5 hours per week
<b>Remuneration</b>	\$30 per hour plus reimbursement of actual and reasonable expenses
<b>PD Currency</b>	April 2019

**About the Group** The Body Corporate Chairs Group (BCCG) was established in 2012 with a vision to be the first point of call for Body Corporate Chairs when they want to add to their knowledge on body corporate matters. There are two branches in Wellington and Auckland, with membership from throughout New Zealand. The group is governed by a National Executive which is drawn from the branch committees and led by the National President. Positions are held by volunteers. The BCCG was incorporated in November 2016.

- Group Purpose**
- To provide education, training and resources in order to enhance Body Corporate Chairs ability to govern
  - To encourage knowledge sharing amongst members
  - To seek information from other bodies for the benefit of all members
  - To provide a communication and networking channel for members
  - To use the combined purchasing power for group benefit
  - To address central and local government on issues of concern

**About the Position** The BCCG Administrator is a key support role for the Wellington Branch of BCCG. The successful candidate will be self-employed, be able to work from home and have access to a PC or laptop with up to date Microsoft applications and internet access. Duties include updating website content, updating the membership database, assisting with branch, national executive and annual general meeting preparation, assisting with organisation of branch Members meetings, membership promotion.

- Relationships** The position is required to build and maintain the following relationships:
- Internal**
- Wellington Branch Chair
  - Wellington Branch Treasurer
  - Wellington Branch Secretary
  - BCCG Website Administrator
  - Wellington Branch Committee members
  - National Executive members
  - Auckland Branch Committee members

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**Key accountabilities**

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**External**

- Website services provider
  - Venue providers as required
  - Prospective members
  - Third party providers of services to the BCCG
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The following are the key accountabilities of this role:

- maintain elements of the BCCG web site
    - Calendar events
    - News Items
    - Resources
  - update the membership database
  - assist with branch, national executive and annual general meeting preparation as required
  - provide support for Wellington Branch Members' meetings, including
    - emailing notices to members
    - producing lists of financial members
    - uploading resources to the website
  - participate in membership promotion
  - assist with mail collection and banking
  - develop and maintain relationships with key internal and external stakeholders in order to advance the BCCG's vision
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**Qualifications, skills, knowledge and experience**

You must have the following qualifications, skills and experience:

- experienced using software of various kinds such as Content Management Systems, Client Relationship Management systems, Adobe Acrobat (or similar) for combining/splitting pdf files, PowerPoint, Word, Excel  
Note: training for the MoST software used to maintain the website and membership database will be provided
  - Knowledge of basic HTML an advantage – but by no means essential
  - a sound understanding and demonstrated experience with creating website content
  - sound written and oral communication skills
  - ability to anticipate issues and problems and think of creative solutions
  - well-developed planning and organisational skills, including ability to prioritise tasks effectively
  - sound judgment and decision-making skills
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