

NORTH OTAGO RUGBY FOOTBALL UNION

Board Secretary: Part-time

Location: North Otago (flexible/remote options possible)

Hours: Approx. 5-10 hours per month (flexible, may vary during peak periods)

Are you organised, proactive, and passionate about supporting rugby governance in North Otago?

North Otago Rugby is seeking a motivated and reliable Board Secretary to provide administrative and governance support to our Board and CEO, helping ensure the smooth operation of rugby across the region. This role may also involve occasional support for Board committees on an as-needed basis.

About the Role

As Board Secretary, you will:

- Prepare agendas and take accurate minutes for Board meetings.
- Distribute minutes, reports, and relevant documentation to Board members.
- Maintain official records and correspondence for the Board.
- Assist with communication between the Board, clubs, and regional/national rugby bodies.
- Support Board committees with administrative tasks as required, such as taking minutes, distributing documents, or coordinating meetings.
- Assist with compliance and reporting requirements.

Key Attributes

- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to work independently and manage deadlines.
- Attention to detail and professionalism.

Preferred Experience

- Experience with meeting administration, document management, or similar roles.
- Familiarity with rugby administration or club structures is a plus.

Time Commitment

- Approx. 5-10 hours per month (flexible).
- Meetings typically held monthly, with additional time for follow-up, documentation, and occasional committee support.

Benefits

- Paid part-time role.
- Flexible working arrangements.
- Opportunity to contribute to rugby development in North Otago.

How to Apply

Please submit your CV and a brief cover letter outlining your relevant experience to: recruitment@norfu.nz

Applications close: 10 December 2025

Don't wait until the closing date to apply, as we will be reviewing applications as we go.