

Administration Officer

Volunteer position description



Title	Administration Officer
Length of term	June 2021 – December 2022
Responsible to	Executive Director

About Commonwealth Youth New Zealand

Commonwealth Youth New Zealand (CYNZ) is a youth-led nonprofit that educates young New Zealanders about the Commonwealth and its values, and provides opportunities for young people to develop their leadership skills and act on issues they are passionate about.

Purpose of position

The Administration Officer will play a pivotal role in overseeing and coordinating CYNZ's operations.

Responsibilities	Expected outcome
Be the primary person responsible for managing the CYNZ inbox, monitoring incoming emails and ensuring they are actioned in a reasonable fashion, including processing membership requests.	The inbox is kept reasonably clear, important emails are picked up promptly, and incoming membership requests are actioned.
Support the Executive Director to run Executive Committee meetings, including organising the time and place where needed. Prepare agendas and minutes.	Agendas and minutes are prepared efficiently and filed appropriately.
Support other Executive Committee members to assemble and send the regular newsletter.	The newsletter is sent on an agreed regular basis to a high standard.
Manage CYNZ's membership database and other files stored on the Google Drive.	An up-to-date membership register is kept and files are organised logically and tidily in the CYNZ Google Drive.