



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>CIIC Board Secretary</b>
<b>Division</b>	CEO
<b>Responsible To:</b>	Chief Executive Officer
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	The Board Secretary supports the effective governance of the Cook Islands Investment Corporation by providing high-level secretariat and administrative services on behalf of the CEO to the Board of Directors. This role ensures the timely and accurate preparation of Board papers, minutes, compliance with statutory and policy obligations, and the smooth coordination of all Board-related activities. The role requires discretion, a sound understanding of governance processes, and the ability to work efficiently and closely with senior executives and directors.
<b>Date:</b>	August 2025

## AGENCY VISION:

The vision that CIIC aspires to contribute to is:

*Ko te turanga tiratiratu I te puapinga o te iti tangata ka riro te reira I te akamatutu I te tupu'anga o te iti tangata, to tatou tango, no te tuatau ki mua.*

*"Quality public assets tht empower our people, our places, our future."*

CIIC's vision has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National Vision and National Development Sustainable Plan.

### CIIC's vast scope of responsibility includes:

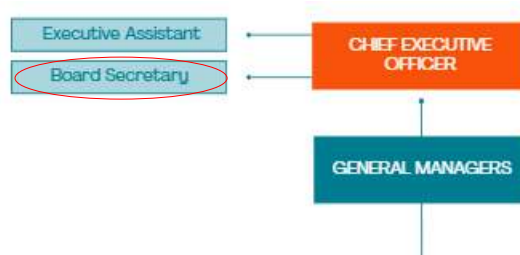
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

## AGENCY VALUES:



## ORGANISATION CHART:



## KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<b>KRA 1: Board Governance Support</b>	<ul style="list-style-type: none"> <li>Coordinate and schedule all Board meetings (monthly, deep dives, special meetings, etc.) to ensure quorum and optimal attendance.</li> <li>Prepare, format, and distribute Board agendas, Board papers, and Boardpacks within agreed timelines (Boardpacks to be distributed 1 week prior to the Board meeting). Boardpacks to be compiled with Diligent Boardbooks.</li> <li>Oversee specific Secretariat Board papers, including Register of Interest, Action Point Summaries, Board Workplan.</li> <li>Accurately record and prepare Board decisions, resolutions, action points, and minutes, ensuring timely circulation. Board decisions and action point summary circulated within 2 working days and Board minutes circulated within 6 working days.</li> <li>Maintain a well-organised record of all Board documentation (agendas, papers, minutes, decisions, registers).</li> <li>Support the development and maintenance of governance policies, the Board charter, and the annual work plan.</li> <li>Ensure meetings are undertaken and catered for to optimize Board performance (meeting details are issued, including virtual logins, facilities booked and ready, catering arranged etc)</li> <li>Oversee Diligent Resource Centre to ensure information is loaded into the Resource Centre and the Resource Centre is maintained.</li> <li>Perform Diligent Administrative tasks for the CIIC Board, and CEO, including Diligent licencing etc</li> </ul>
<b>KRA 2: Compliance &amp; Regulatory Support</b>	<ul style="list-style-type: none"> <li>Ensure Board processes and documentation comply with legislative and statutory obligations (e.g., SOE Act, Public Expenditure Review Committee requirements).</li> <li>Maintain up-to-date registers (interests, delegations, risk, Board decisions).</li> <li>Prepare and track annual declarations of interest and other governance documentation.</li> <li>Support the CEO in ensuring timely reporting to Government and oversight agencies as required.</li> <li>Coordinate inputs for internal or external audits related to governance processes.</li> </ul>
<b>KRA 3: Board Member Engagement &amp; Support</b>	<ul style="list-style-type: none"> <li>Coordinate the onboarding and assist in the induction of new CIIC Board members.</li> <li>Contribute to the facilitation of professional development opportunities for directors (e.g., training sessions, governance workshops).</li> <li>Organise domestic and international travel logistics and per</li> </ul>

	diemsfor Board meetings and engagements. <ul style="list-style-type: none"> <li>• Serve as a liaison between Board members and the CEO's office for timely communication and requests</li> </ul>
<b>KRA 4: Governance Communications &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Upload Board materials to the Board portal/pack and ensure timely access.</li> <li>• Assist in drafting correspondence, Board updates, and reports for internal and external stakeholders.</li> <li>• Manage confidential communications and ensure secure handling of Board documents.</li> </ul>
<b>KRA 5: Contribute to CIIC Values</b>	<ul style="list-style-type: none"> <li>• Demonstrate professionalism, discretion, and sound judgment.</li> <li>• Collaborate effectively with staff and promote a culture of good governance and accountability.</li> <li>• Participate in staff initiatives and promote the organisation's values.</li> <li>• Contribute to performance improvement efforts and promote good recordkeeping practices.</li> </ul>
<b>KRA 6: Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Actively contribute to a safe and healthy workplace environment.</li> <li>• Identify and report hazards or risks promptly.</li> <li>• Comply with all health and safety policies and procedures.</li> <li>• Encourage best practices for safe work in and around Board-related activities.</li> </ul>

#### WORK COMPLEXITY:

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing competing deadlines for preparation and distribution of Board materials across multiple meetings.
2	Ensuring compliance with governance requirements in a changing regulatory environment.
3	Coordinating logistics for Board members with different availability, time zones, or preferences.
4	Handling sensitive or confidential information related to Board discussions or decisions.

#### AUTHORITY:

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

<b>Financial</b>	Nil
<b>Staff</b>	Nil
<b>Contractual</b>	Nil

#### FUNCTIONAL RELATIONSHIPS:

The requirement for human relations skills in dealing with other personnel and external contacts.

Internal	Nature of Contact	External	Nature of contact
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Board of Directors	<i>Meeting support; information distribution, communication liaison</i>	SOEs/ Government Ministries	<i>Coordination on compliance and statutory obligations</i>
CEO	<i>Primary relationship, regular engagement, administrative and governance support</i>	Stakeholders/ Suppliers	<i>Meeting and travel logistics</i>
General Managers	<i>As required for information flow, policy development and Board reporting and resolutions</i>		

### QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING):

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (specific qualification for job)</b>
Certificate in Business Administration, Management, Law or related field	Bachelor's degree in Business Administration, Management, Law, Public Administration or related field

### EXPERIENCE:

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential: (least number of years to be competent)</b>	<b>Desirable: (target number of years you are looking for)</b>
<ul style="list-style-type: none"> <li>At least 3 years in senior administrative, governance or secretariat support role</li> </ul>	<ul style="list-style-type: none"> <li>5+ years working with Boards or within a public sector governance environment</li> <li>Experience using board portals eg. BoardPro, Diligent</li> </ul>

### KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES:

<b>Essential:</b>	<b>Desirable:</b>
<b>Expert level</b>	<ul style="list-style-type: none"> <li>Board meeting coordination and governance compliance</li> <li>Minute-taking and resolution tracking</li> <li>Relationship management with Board and executive level stakeholders</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Proficient in Board documentation, formatting, and editing</li> <li>Effective communication and stakeholder engagement</li> <li>Policy and process management</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>Developing knowledge of legislation and compliance standards</li> <li>Meeting planning and logistics</li> <li>Document control and records management</li> </ul>

<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Willingness to learn governance best practices</li> <li>• Professionalism and confidentiality</li> <li>• Basic communication and administration skills</li> </ul>
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### CHANGE TO JOB DESCRIPTION:

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

### Approved:

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Board Secretary

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Date

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CEO

\_\_\_\_\_

Date