

Contact

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Top Skills

Minute taking

Board Governance

BoardPro

Sascha Brook

EA & Board Secretary

Auckland, Auckland, New Zealand

Summary

15 years of Board secretarial experience working with Volunteer Boards and Committees, Independent Directors and Chairs and Business Owners. I hold an excellent knowledge of governance best practice and have experience with the management and reporting requirements of Incorporated Societies, Trusts and Registered Charities. I have extensive experience with BoardPro and have also used Diligent. Working from my home office, I enjoy providing full support services to Boards and Committees. I am happy to coordinate meetings, prepare agendas and meeting packs as well as take minutes. I enjoy helping my clients improve their governance, policies, documents, and templates. I am available to provide one off cover or support, training for your current internal staff or ongoing support services. Over the past two years I have also provided part-time executive level support within a small Professional Services organisation.

Experience

YMCA North Inc

Board Secretary & EA

May 2024 - Present (8 months)

New Zealand

Trust Alliance NZ Inc

Board Secretary

September 2021 - Present (3 years 4 months)

Auckland, New Zealand

Marketing Association

Board Secretary

July 2021 - Present (3 years 6 months)

Auckland, New Zealand

GS1 New Zealand

Board Secretary
May 2021 - Present (3 years 8 months)
Auckland, New Zealand

MRCagney
EA/Board Secretary
February 2022 - May 2024 (2 years 4 months)
Auckland, New Zealand

ONZL Limited
Board Secretary
March 2019 - February 2022 (3 years)

Providing full Board secretariat services to large, medium and small Charities, Societies, Sporting Trusts, Financial Service and Educational Organisations, as well as privately owned businesses on a short term or long term basis. Work closely with CEO's and Board or Committee members across NZ, providing any necessary support. Duties include organising in person or online meetings, preparing agendas and meeting packs, taking minutes or strategy notes, maintaining action and interest registers, assisting clients with improving or maintaining good governance. Have been required to support a volunteer Board while they work through achieving the Sport NZ Governance Mark. Been responsible for updating policy manuals, strategy plans, risk registers and preparing Board induction packs and annual work plans.

FMANZ Foundation
Board Secretary
December 2015 - March 2019 (3 years 4 months)
Auckland, New Zealand

Providing full Board secretarial services, including organising meetings, minute taking and keeping the Charities Services documentation up to date.

Facilities Management of New Zealand
Administration and Membership Manager & Board Secretary
December 2015 - March 2019 (3 years 4 months)
Auckland, New Zealand

Responsible for Membership management including invoicing and credit control. Board Secretary duties included organising meetings, preparing and distributing meeting agendas and packs, minute taking, maintaining actions register and register of interest, organising NZ wide AGMs utilising livestreaming technology, filing annual accounts and keeping the incorporated societies information up to date.

Auckland Association of Registered Hairdressers INC
Board Secretary, Manager and Treasurer
May 2008 - August 2014 (6 years 4 months)
Auckland, New Zealand
