

Joanne Gallop

**Executive Assistant to the Chief Executive and Team Leader Executive Support, Christchurch City Council
Chair, AdmiNZ**

I have always seen myself as a career administrator having worked across a variety of sectors from buses to special education, central government, shipping, and now local government.

My current role at the Christchurch City Council as Executive Assistant to the Chief Executive and Team Leader of the Executive Support Team is varied and interesting - running a city is complex and challenging with no two days alike. Working collaboratively with the Chief Executive, ensuring she is in the right place with the right information, balancing the calendar and providing a gateway to the CE's office, all while continuing relationship building with the wider organisation and beyond, is exciting and makes coming to work a pleasure.

One of the most enjoyable parts of my role is as Team Leader to a group of amazing EAs who support the Executive Leadership Team and their Management Teams. It makes me so proud to see how they have grown in skill and confidence in their roles.

I have been a member AdmiNZ since 2004 and have been provided many opportunities for local and international training and connections. I am currently the Board Chair after serving on the Board and National Executive Team (NET) as the Vice President and Southern Regional Leader, which followed a number of years on the Christchurch Group Management Team and as Group President.

During my time on the NET and Board, I have been privileged to learn from amazing leaders, help guide the Association through a major brand and constitutional change and part of an amazing team who are passionate about what we do and who work hard to provide a number of benefits for our membership. This includes a reduction in the membership fee, providing ten free webinars per year and partnering with a variety of organisations.

I am very excited to be standing for Chair again to lead the team to continue this good work and see projects that are currently underway come to fruition.