

BY-LAW 5.1 – STAFF APPOINTMENTS

The Board of Directors may appoint an Administrator and/or other paid employees for specific assignments.

BY-LAW 5.2 – THE OFFICE ADMINISTRATOR

The Office Administrator is a paid Officer position and will be subject to the provisions with the Position Description and to the directions from time to time of the Board of Directors and the Club Council. The Office Administrator shall report directly to the Secretary. The Office Administrator shall:

- (a) Carry out and implement all decisions of the Club Council meetings, the Board of Directors and within the scope of such decisions use their best endeavours to further the policies of the Club and the advancement of Surf Life Saving;
- (b) Coordinate the activities of the Association Officers and assist wherever possible or as directed;
- (c) Be responsible to the Secretary on matters of day to day routine business;
- (d) Be available at nominated times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members;
- (e) Maintain close contact with the Branch and SLSQ including regular visits provided that both the Board of Directors and the Secretary are informed;
- (f) At all times, observe and comply with existing procedures of the Association as regards to correspondence and communications;
- (g) In liaison with the Secretary, produce a routine whereby inward correspondence (Circulars, Bulletins, Policies and Procedures etc.) is disseminated to members of the Association.
- (h) Prepare and issue notices and agendas for General Meetings in conjunction with Secretary;
- (i) Attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution in conjunction with Secretary;
- (j) Be responsible for all Surf Club stock inventory, liaising with Association Officers as required;
- (k) Confidentiality shall be adhered to in all aspects of the Association;
- (l) Report to the Secretary and the Board of Directors on a regular scheduled basis to ensure KPIs are continually attained.
- (m) KPIs and contract reviewed every 12 months.

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BY-LAW 5.3 – THE FINANCIAL ADMINISTRATOR

Duties to include but not limited to:

A. Reconciliation and preparation of suppliers account payments B. Receipting and banking of membership, nominations and other daily sales C. Dealing with membership payments queries with club administrator D. Preparation of sales invoices, including sponsorships, rents, jet ski claims and other Misc. E. Upkeep of sponsorship register F. Data input to MYOB account system G. Monthly account reconciliations H. Reconciliation and claims in relation to Get Started Grants I. Preparation of monthly BAS Statements J. Reconciliation and journals for Appreciation Vouchers K. Preparation of debtor statements and chasing L. Preparation of monthly treasurers reports and aged debtors analysis M. Preparation of year end accounts including prepayments, accruals, journals and Auditors file and submission N. Working cohesively and co-operatively with the HBSLSC Board to meet all required outcomes.

O. Report to the Director of Finance, President and the Board of Directors on a regular scheduled basis to ensure KPIs are continually attained.

P. KPIs and contract reviewed every 12 months