



# POSITION DESCRIPTION

<b>Position Title</b>	Western Roar Netball Club Administrator
<b>Reports to</b>	Board and specifically President
Direct reports	Nil
Contract Status	2019 annually renewed
Contract Conditions	As per schedule 1
Environment	WRNC participates in the premier WANL competition that is coordinated by Netball WA. The club will be fielding three teams – League, 20 & Under and Men's.

## Primary Purpose of Position

To efficiently manage and administer the day to day operations of the Club. The Administrator provides the coordinating link between members, parents, the management committees and outside agencies.

Relationships	
Board	Ensure Board is informed in all areas. Prepare Board monthly package to be sent out the week before each Board meeting.
President	Meet weekly and plan weekly activities and address all items
Finance Committee	Prepare financial papers for monthly Finance Meeting
WANL Coordinator and WANL Head Coach	The Administrator is to have clear communication procedures with the WANL Coordinator and WANL Head Coach to ensure a clear and cohesive environment is in place.
Program personnel	Support through administration of various programs
Netball WA	Complete all administration and reporting required for Western Roar Netball Club to Netball WA

## Key Responsibilities and Tasks

Administration of day to day operations of office	<ul style="list-style-type: none"> <li>• Develop a Club Operations manual</li> <li>• Collect mail, read and respond to all correspondence, sending to all relevant personnel</li> <li>• Prepare the monthly Board package with the President including collecting all reports from all Directors</li> <li>• Make all arrangements associated with programs- venue hire, etc</li> <li>• Prepare all administration for the AGM by due dates.</li> <li>• Prepare minutes where appropriate</li> <li>• Collect and prepare all NWA reporting and administration requirements</li> </ul>
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	<ul style="list-style-type: none"> <li>• Collect information and prepare Annual report</li> <li>• Maintain the WWC register</li> <li>• Maintain all legal files for the club's activities</li> <li>• Act as the Public Officer for the Club liaising with all related bodies.</li> <li>• Maintain members Directory with all communication details</li> <li>• Keep an assets register</li> </ul>
Finance Administration	<ul style="list-style-type: none"> <li>• Manage the Club's finances by the accounts payable, receivable, pay bills and send out of all accounts</li> <li>• Prepare Budget and review carefully</li> <li>• Keep the Club's books up to date</li> <li>• Keep a proper record of all payments and monies received</li> <li>• Show evidence that money received is banked and documentation for all money paid out</li> <li>• Preparation of all financial papers through the use of MYOB.</li> <li>• The preparation of the quarterly BAS statements and any payments required.</li> <li>• Prepare all documents for annual audit</li> </ul>
Powers of authority	<ul style="list-style-type: none"> <li>• The Administrator is given powers to administrate the affairs of the Club in accordance to the Act, the Constitution, the By-Laws and any directive of the Board to ensure the proper management and administration of the Club</li> <li>• The Administrator with the approval of the board may employ such office personnel as deemed necessary from time to time and such appointments shall be for such period and on such conditions as the Administrator and the Board determine</li> <li>• The Administrator shall be entitled to notice of, attend and participate in the debate of meetings but shall have no entitlement to vote.</li> </ul>
Hours of Work	<ul style="list-style-type: none"> <li>• The appointment shall be from the Board and for such terms and conditions as it thinks fit.</li> <li>• The Administrator's hours would be 10 hours per week, 5 hours Tuesday and 5 hours Thursday. These hours can be negotiated.</li> <li>• The Administrator to advise the Board of any up and coming events that require extra support. If procedures not completed within normal hours it is agreed that the Administrator would work the extra hours to ensure the event or program is well organised.</li> </ul>
Selection Process	<ul style="list-style-type: none"> <li>• Written application is to be sent to the Western Roar Netball Club by the due date including a completed Expression of Interest Form and submit to President. (Club web site).</li> <li>• Include C-V and covering letter outlining goals and experience in administration and management and include two referees.</li> <li>• Appointment will be made following an interview process</li> <li>• The appointment will be advised in writing and is from the Board following recommendation from the Selection Committee.</li> <li>• The Administrator to have a current police clearance</li> </ul>