



POSITION DESCRIPTION

Position Title

Administrator

Primary Purpose of Role

To provide administrative support to the Grainger Wind Symphony and members of the committee.

General Duties of a Committee Member

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| <p>(1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.</p> <p>(2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.</p> <p>(3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, both personally and professionally.</p> | <p>(4) Committee members must exercise their powers and discharge their duties—</p> <ul style="list-style-type: none">(a) in good faith in the best interests of the Association; and(b) for a proper purpose. <p>(5) Committee members and former committee members must not make improper use of—</p> <ul style="list-style-type: none">(a) their position; or(b) information acquired by virtue of holding their position— <p>so as to gain an advantage for themselves or any other person or to cause detriment to the Association.</p> |
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Key Responsibilities

- 1) Prepare documentation as requested, including assisting with media releases, grants and sponsorship proposals etc.
- 2) Manage Minutes of Committee meetings, including recording the minutes and distributing to members shortly after each meeting and no later than 7 days.
- 3) Provide a summary of Committee Minutes for distribution to all association.
- 4) Development of the agenda in consultation with other Committee members and distribution prior to the meeting.
- 5) Ensure that proper notification is given of Committee and association meetings.
- 6) Assist with managing the general correspondence of the Committee except for such correspondence assigned to others.
- 7) Help and lead the Committee in providing systematic communication from the Committee to association members and other relevant stakeholders via website and noticeboards.

Skills Required*

- 1) Sound organisational skills.
- 2) Strong written and verbal communication skills.
- 3) Ability to communicate and respond in a timely manner using e-mail and SMS on mobile devices.

*or a willingness to learn and develop skills in the role.