



Position Description

ADMINISTRATOR

Preamble

The Administrator of Hunter Western Hornets and has supportive responsibility for the Hunter Western Hornets administration and operations.

At the operational level, the major function of the Regional Administrator is to facilitate effective administration and operations of Hunter Western Hornets.

The Administrator is one of four Elected Executive Members, as per the constitution.

1. Responsible To

- 1.1. The Administrator is elected by Hunter Western Hornets members with voting rights at the Annual General Meeting and responsible to the Regional Director

2. Direct Reports

- 2.1. Member Protection Information Officer (MPIO)
- 2.2. Hearings & Grievance Officer
- 2.3. Media & Communications Manager
- 2.4. Tour Leader
- 2.5. Merchandise & Uniform Coordinator

3. Knowledge and Skills Required

Ideally the Administrator is someone who:

- 3.1. Communicates effectively
- 3.2. Is well informed of all Region activities
- 3.3. Is computer literate
- 3.4. Is aware of the future directions and plans of members
- 3.5. Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- 3.6. Is a supportive leader for all members
- 3.7. Must hold a valid NSW Working with Children Check (WWCC)

4. General

- 4.1. Support the REGIONAL DIRECTOR, per their position duties
- 4.2. In the absence of the REGIONAL DIRECTOR, may act in the role until such time as the Executive fills the casual vacancy
- 4.3. Liaise directly with the Executive on all business operation items, to ensure the smooth running of the Region as per the rules of Region and constitution
- 4.4. On being elected to the Executive, undertake induction and training procedures as provided by the Executive

5. Governance

- 5.1. Consider, debate, and vote on issues before the Executive based on the best interests of the Region only
- 5.2. Comply with the rules, policies, and standing orders of the Region

6. Planning

- 6.1. Review and approve the Region's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

7. Meetings

- 7.1. Attend all meetings, or, if unavoidable, apologise in advance for absence
- 7.2. Entitled to one vote only at an Executive Meeting and/or Management Committee Meeting of the Region
- 7.3. With the REGIONAL DIRECTOR, prepare the agenda in advance of the Executive and Management Committee meetings
- 7.4. Where Executive papers are circulated in advance of the Executive meeting, read papers, and consider issues before the meeting
- 7.5. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
- 7.6. Each Executive Member is to rotate minute taking responsibilities at all Executive and General Meetings, as agreed upon by the majority
- 7.7. Ensure regional meetings are forwarded to NSWTA General Manager within 7 days of the meeting

8. Administrative & Management

- 8.1. Serve on Executive committees as required
- 8.2. Review and approve the Region's systems for financial control and risk management
- 8.3. Personally carry out administrative duties as assigned
- 8.4. Assign [in partnership with the Executive] administrative duties to Executive members and volunteers

9. Media

- 9.1. Make comments to the media only as provided in the Region's Media Policy

10. Promotion

10.1. Promote the Region in the community as opportunities arise

11. Fundraising

11.1. Participate in any fundraising approved by the Executive

12. Legal & Ethical

12.1. Avoid making any improper use of their position in the Region to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.2. Avoid making any improper use of any information acquired by virtue of their position in the Region to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.3. If they have any direct or indirect material personal interest in any contract with the Region, inform the Executive immediately

12.4. If they have any direct or indirect material personal interest in any contract with the Region, not vote in the Executive and/or Management Committee meetings on that issue

12.5. If they have any non-material personal conflict of interest in any matter before the Executive and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Executive and/or Management Committee immediately and follow the Executive and/or Management Committee's rulings as to proper procedure

12.6. At all times conduct Executive and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

13. Term of Appointment

13.1. Administrator is appointed for a 2 Year term

14. Time commitment required

14.1. The estimated time commitment required is X hours per week

15. Honorarium

15.1. As per Policy and as agreed to by the Executive

16. Position Review

16.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Hunter Western Hornets operations and reflects both community expectations and legal requirements

Last review date: