

*Channel Country*  
*Ladies Day*



## **ROLE DESCRIPTION**

- Role Title:** Secretary/Administration Assistant
- Responsible to:** President of the CCLD Committee
- Salary:** Paid per hour of work, at rates set out below
- Key relationships:** CCLD President, CCLD Core Committee Members, Red Ridge Interior Queensland, external stakeholders
- Supervisory Responsibility:** Nil

### **Purpose Statement:**

To provide the volunteer Committee with the necessary support to efficiently conduct a high quality event.

This position has flexible working hours however many of the responsibilities and duties will need to be done within a required timeframe. The duties of clerical and administration support will be to optimize the workflow procedures for the committee.

As this is a new role on the Channel Country Ladies Day committee, the key accountabilities will vary depending on other committee member workloads and are not limited to the below.

### **Key Accountabilities:**

1. To provide the Committee with administration assistance by:
  - Working with the President to prepare and circulate Committee Meeting Agendas
  - Taking minutes of Committee meetings and circulating these immediately following
  - Managing the ticketing process for the event including fielding enquiries from participants, managing ticketing changes and requests, liaising with the finance coordinator regarding any changes

- Assisting the committee members by supporting them with planning and distributing information
  - Managing event details including design and planning as identified by the President
  - Organising for pre and post event evaluations and report on outcomes
  - Following up on event program details as identified by the President
  - May include community collaboration and other aspects of event planning
2. Maintaining regular contact and liaison with the President by:
- Reporting of progress and actions to President within desired timeframes
  - Attendance at Monthly (and then fortnightly closer to the event) teleconference meetings

**Reporting:**

The position will liaise with and report to the President.

The position will report to the Core Committee through a written report prepared in advance of the monthly meeting detailing key tasks.

**Skills:**

- Outstanding interpersonal skills
- Proven administration skills and experience
- Self motivated
- Reliable
- Organised
- High degree of multi-tasking and time management capabilities
- Excellent written and verbal communication skills
- Integrity and professionalism
- Ability to work with other members of the Committee and external stakeholders
- Computer literate and competent in creating spreadsheets

**Specifications:**

- The candidate must reside in the Channel Country region or have an affiliation with the Channel Country.

**Remuneration and Hours:**

This position will be on an as-needs basis, up to 20 hours per week. Rate of pay is set at \$25 per hour.

It is expected that the hours will be recorded and invoiced on a monthly basis.

Successful applicant would be required to have or obtain an ABN number