

JOB DESCRIPTION – from April 2006

Title: Executive Officer, Orienteering Australia Inc

Purpose: To provide administrative services to Orienteering Australia Inc.

Broad Responsibilities:

The broad responsibilities of the Executive Officer are:

1. To provide administrative support to the Board and Council of Orienteering Australia; and
2. To liaise with other organisations on behalf of Orienteering Australia.

The Executive Officer is a non-voting member of the Board and Council of Orienteering Australia.

The Executive Officer is the focal contact point nationally for all orienteers and all organisations with which Orienteering Australia interacts. It is imperative that although this is a part time position, the Executive Officer is able to set arrangements in place to ensure people wishing to contact Orienteering Australia feel they are receiving prompt attention.

Specific Duties:

The specific duties of the Executive Officer are:

1. Administrative
 - 1.1. Receive all enquiries and correspondence, reply to enquiries and correspondence or direct enquiries and correspondence to responsible officers, as applicable.
 - 1.2. Prepare agendas and prepare, collate and dispatch documents for the meetings of the Council and the Board.
 - 1.3. Attend all meetings of the Council and the Board.
 - 1.4. Prepare and dispatch minutes of the meetings of the Council and the Board.
 - 1.5. Maintain records of correspondence, agendas, papers and minutes of meetings, and communications from the Board to the Council.
 - 1.6. Draft (in consultation with the Public Officer) amendments to the Constitution as directed by the Council or the Board.
 - 1.7. Prepare and update Rules, Regulations, Standing Orders and the Operational Manual as directed by the Council or the Board.
 - 1.8. Prepare and maintain the policies, particularly those relating to Anti-Doping, Member Protection and Risk Management, as directed by the Council or the Board.
 - 1.9. In collaboration with the President and the Directors, prepare and distribute the final drafts of strategic plans and operational plans.
 - 1.10. Administer any awards offered by Orienteering Australia.

2. Liaison
 - 2.1. Serve as the point of contact for the state orienteering associations with the Council and the Board.
 - 2.2. Serve as the focal point of liaison with the Australian Sports Commission and complete returns and reports as required by the Australian Sports Commission.
 - 2.3. Serve as the focal point for liaison with government agencies, providing evaluations and reports and prepare sponsorship submissions as required.
 - 2.4. Serve as the focal point for liaison with other organisations such as the Australian Sports Foundation, the Confederation of Australian Sport and the Australian Sponsorship Register.
 - 2.5. Ensure that all officers and committees of the federation comply with commitments and obligations they have within the federation and to other agencies, particularly the Australian Sports Commission.
3. Statistical
 - 3.1. Receive and collate statistical data from state associations and maintain the data for use in planning and reporting.

Reporting arrangements:

The Executive Officer is to report to the OA Board through the President, who should be kept informed on a weekly basis of activities undertaken and outcomes achieved. An annual report on activities and outcomes is to be submitted through the President to the Orienteering Australia Annual Conference and a six monthly progress report is to be submitted to the OA Board.

Hours of work:

A minimum of 500 hours is to be worked per year on the tasks on a flexible basis.

Contract Fee:

The contract fee will be in accordance with letter of offer. The contract fee will include travel to perform Specific Duties; appropriate insurances; Workcover; and a 9% Superannuation Guarantee contribution. It may also include the provision of office facilities including computing and communications facilities, and office requisites depending on the location of the appointee.

Special Projects:

Additional expenses may be sought for special projects not included in Specific Duties. Prior approval is to be sought for such expenses through the President. All expenses for special projects will be paid on a reimbursement of costs basis.