

SLANZA Administration Officer – Position Description

Position Title: Administration Officer

Position statement: Responsible for the day-to-day administration of SLANZA

Responsible to: President and National Executive of SLANZA

Functional Relationships: SLANZA National Executive and the Members of SLANZA Business Partners

Hours: Up to 10 hours per week, as recorded on a timesheet.

Responsibilities:

1. National Treasurer (NB financial responsibilities may alter depending on upcoming discussions by the Executive)

Key Responsibilities	Key Performance Tasks
Process incoming monies	<ul style="list-style-type: none">● Bank and record monies received and issue receipts promptly
Process payments	<ul style="list-style-type: none">● Pay accounts for any approved expenditure incurred
Process accounts	<ul style="list-style-type: none">● Send out accounts for monies due to the organisation
Bank Reconciliations	<ul style="list-style-type: none">● Undertake a reconciliation of SLANZA bank statements and SLANZA financial records once a month
Financial Reporting- all relevant financial info shared via NE Google site	<ul style="list-style-type: none">● Produce Treasurer's reports for National Executive meetings● Prepare and present SLANZA financial information for annual audit● Prepare for the Annual General Meeting a Statement of Financial Performance and a Statement of Financial Position

2. Membership Secretary

Key Responsibilities	Key Performance Tasks
Manage all administrative matters relating to new and existing members	<ul style="list-style-type: none"> ● Revise membership form as required and ensure up to date version and information is available on the website ● Membership invoices are emailed by 31 January ● Each member is issued an e-receipt confirming payment received and their annual membership number upon receipt of full and correct information ● Update and maintain a document on the NE Google site with up to date membership information to enable all regional reps to see the membership in their region and nationally. Provide statistical information as required by National Executive ● All reports and relevant information added to the National Executive Google site
Create and maintain a membership database	<ul style="list-style-type: none"> ● Record information from membership forms onto electronic database and maintain this electronic record ● Regularly supply regional representatives with up to date membership information for their regions
<p>Life Members & SLANZA Awards</p> <p>Business Members</p>	<ul style="list-style-type: none"> ● With National Executive, oversee the process of creating Life Members and keep the information about such members current ● Receipts of each application/nomination will be promptly acknowledged to the person who made the application/nomination ● Forward all application information to the committee ● Forward any enquiries to the NE member responsible for Business Membership. ● Upon receiving Business Membership application, inform NE member responsible for Business Membership ● Provide invoice noting payment to new member company. Include welcome letter with outline of Membership type ● Advise person in charge of website so they can add the business' logo and link

3. Secretarial Duties

Key Responsibilities	Key Performance Tasks
Minutes	<ul style="list-style-type: none"> ● Record minutes of National Executive meetings, both face to face and teleconferences ● Post meeting, create Action List for National Executive members and add to National Executive Google site ● Send minutes to President for checking prior to dissemination, within seven days of meeting ● Add revised minutes to Google site within 10 days of meeting and alert National Executive members and regional representatives of availability
Executive Contacts	<ul style="list-style-type: none"> ● Maintain and disseminate contact details for National Executive and regional representatives ● Establish and maintain an electronic email distribution list for National Executive.
Constitution	<ul style="list-style-type: none"> ● Maintain and update as appropriate the SLANZA constitution and incorporation documents.
Communications	<ul style="list-style-type: none"> ● Acknowledge receipt of all inwards correspondence (including email) and add to correspondence record ● Pass on inward communication to National Executive members. ● Respond promptly to members, National Executive and Business Partner communications. ● Write specific SLANZA related letters as directed by the National Executive
Annual General Meeting	<ul style="list-style-type: none"> ● Notify members of the Annual General Meeting, three weeks prior to the event, publicising date and venue, including dissemination of the President's report and minutes from the previous meeting ● Liaise with the President to run the meeting ● Receive and record all apologies and take minutes for the meeting ● Add minutes to the National Executive Google site within a fortnight of the AGM occurring ● Ensure the President's report is publicised via the SLANZA blog ● Provide a statement for the AGM regarding the financial position and financial statement which is to be sent to all SLANZA members, and then present this report at the AGM ● Liaise with regional representatives to provide a brief statement of regional finances to be presented at the AGM ● All reports and relevant information added to the

	National Executive Google Site.
Study grants	<ul style="list-style-type: none"> • Forward any applications received to the PD Committee Chair. • Liaison between Executive and the PD Committee, forwarding information between them promptly as required. • Maintain list of successful applicants on National Executive Google and Weebly sites. • Follow up with successful applicants re their progress and request report for National Executive Google site.
SLANZA conferences	<ul style="list-style-type: none"> • Liaise with conference organiser regarding flights and accommodation for National Executive members as required • Liaise with the conference organiser re the payment process for regional attendees who have received the free registration/s for their area. • Ensure the regional attendees complete a report about their conference attendance and publish the reports on the SLANZA website
Meetings	<ul style="list-style-type: none"> • Oversee National Executive meeting arrangements – venue, accommodation, meals, transport – with the assistance of the National Executive member in the region of the venue

Reporting to NE meetings-

- Financial Report
- Membership #'s total and by region
- Correspondence record
- New Business members
- Updates on Awards, Study Grants, Life Membership, any current initiatives dealt with since last meeting

Other duties involving new initiatives as negotiated

Personal Specifications:

Skills, knowledge and experience:

- Excellent oral and written communication skills, including accurate recording of minutes
- Planning, organisational and time management skills
- Financial management experience and/or experience using MYOB or other accounting programs/databases
- Experience and familiarity using social media for communication e.g.
- Google docs, Google sites, wikis, blogs
- Understanding of school libraries and the New Zealand education system

Personal qualities:

- Ability to interact positively
- Ability to respond to change
- Ability to be an excellent communicator
- Ability to evaluate processes to improve the running of SLANZA as an organisation