

SCHEDULE A

ADMINISTRATOR

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

KEY TASKS

1. Ensure that all incomes and expenditures are properly accounted for and recorded. Provide timely and accurate end of month financial reports for the Board at every meeting. Make sure that all financial papers are filed on time with copies to be kept on record. Prepare the annual financial accounts for review at year end. Prepare and submit GST and PAYE forms to the IRD. Provide an annual budget for the Boards consideration prior to each AGM. Provide recommendations to the Board for any term investments, grant expenditure or anything that they need to be aware of in relation to the financial standing of Swimming Taranaki.
2. Prepare and distribute the Swimming Taranaki Annual Report prior to each AGM. Keep the Annual Outcomes report updated for inclusion in the Annual Report. Provide an Operations Managers Report for inclusion in the Annual Report.
3. Organise and facilitate the three annual Taranaki regional championship meets, swim camps, coaching courses, and other such events that arise during the course of employment. Ensure that the Board, Technical Committee and any management teams are aware of their responsibilities. Prepare the budget and make sure that the costs for these events are appropriately met.
4. Organise the end of year awards function and the AGM with the Chairperson.
5. Attend monthly Board meetings and any other meetings as required. Take the minutes and accurately record the proceedings of these meetings, ensuring that minutes are forwarded to the appropriate members within two weeks. Assist the Board with keeping up to date, and continually reviewing, Swimming Taranaki's policies, procedures, and strategic plan.
6. Provide secretarial and administrative services to Swimming Taranaki, managing and conducting the affairs of this organisation in a thorough and business-like manner, working alongside the Chairperson and members of the Board. Process all inward and outwards correspondence, manage all telephone and e-mail enquiries and direct to the relevant members where necessary. Ensure that liaisons are well maintained with regional coaches and technical officials.
7. Prepare and submit funding applications to assist members with the cost of travelling to compete at national meets, and also to assist with covering the cost of running the organisation, our regional events and payment of the Administrators salary. For any successful funding applications make sure that the Accountability Reports are completed in full and by due date. Keep an annual funding schedule and make changes where necessary.
8. Co-ordinate the Taranaki representative swim team travelling to the DIV II competition annually. Book accommodation and transport requirements. Make sure that team members and their families are kept informed and that consent forms are signed by all athletes. Ensure that the management team are aware of their responsibilities. Prepare the budget and make sure that the costs are appropriately met.

9. Compile eligibility reports for all other National meets that Taranaki teams are travelling to and get consent forms from the athletes. Prepare the Team Managers bag for each of these events and advise all schools of the swimmers upcoming absences.

10. Keep the Swimming Taranaki website up to date, making sure the information is accurate, appropriate and relevant. Use social media and the website as a means to promote Swimming Taranaki, its events, members and products in a way that is beneficial to Swimming Taranaki. Liaise with the Publicity Officer or media regarding any newsworthy information in conjunction with the Board to undertake community liaison tasks that enhance the profile and positive direction of Swimming Taranaki.

11. Keep and maintain an up to date calendar of events in consultation with the Board. Retain accurate contact details of Board Members, regional clubs and their members. Liaise between the region, clubs and Swimming New Zealand.

12. Keep details of Flannagan Cup Committee Members, communicating with them in order to provide the Board with up to date information on their progress towards organising each annual Flannagan Cup event.

This role will initially be 15 hours per week, with hours increasing to 20-25 per week from mid-January 2018.