



POSITION DESCRIPTION

PURPOSE

The purpose of this Position Description (PD) is to assist the committee person listed below in the following areas:

1. Provide them with a clear understanding of their role within WA BOTRA to assist the organisation achieve its objectives.
2. Ensure they are aware of the expectations the organisation has for their performance.
3. Define the areas for which they are **responsible and accountable** for achieving specific outcomes in the most productive and professional manner.

PERSONAL DETAILS	
FULL NAME	
DATE PD LAST UPDATED	23 rd May 2022

POSITION DETAILS	
POSITION TITLE	Secretary & Treasurer
ORGANISATION	WA BOTRA
POSITION STATUS	Part time with remuneration
LOCATION	Western Australia
REPORTING TO	President
SPECIAL REQUIREMENTS	Be flexible to attend additional meetings as and when required



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PRIMARY OBJECTIVES

- Maintain a clear and accurate record of all committee meetings
- Maintain an accurate register of all Association members including life members
- Maintain an accurate record of the Associations financial position
- Attend all regular, special, and annual general meetings
- Participate in the planning, development, implementation, and support of operational activities relating to the Association
- Actively promote in the best possible way the Associations activities to the West Australian Harness industry at all times
- Maintain the Associations constitution

PRINCIPLE DUTIES / RESPONSIBILITIES

The secretary/treasurer shall;

- Manage and maintain the Associations various social media platforms.
- Prepare meeting agenda as needed for each monthly meeting.
- Prepare meeting agenda for the Annual General Meeting and any special meetings as directed by the President.
- Accurate record and prepare minutes for all meetings and circulate to all committee members in a timely manner following the meeting.
- Advise Members of Association Annual General and Special General Meetings as directed by the President, and to call Committee meetings as deemed necessary.
- Receive all Association monies, issue official receipts for same, keep a correct account of the income and expenditure, pay all monies into a Bank Account in the Associations name and have all cheques for disbursement signed by such person or persons approved by the Constitution. Payments to be made only after approval of the Committee or in the case of urgency, by the President and Secretary.
- Submit a progressive statement of receipts and expenditure together with a statement of liabilities to each ordinary meeting of the Association.
- Reconcile the bank account statement with the income and expense records.
- Prepare a Balance Sheet made up to 30th of the month prior to the Annual General Meeting and present to the Annual General Meeting.
- Prepare relevant financial documents for auditing by the Associations appointed auditor. Liaise with the appointed auditor and provide assistance as required.



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- At the Committee meeting before the Annual General Meeting, submit a budget of estimated expenditure for the ensuing year, setting out a calendar of expenditure, to the Committee
- Be responsible for the presentation of the Annual Reports.
- Keep a register of all Association members, including honorary and life members.
- Be responsible for handling all Secretarial duties pertaining to the Association. All correspondence pertaining to Association be received through the Secretary.
- Expedite the decisions of the committee in a timely manner.
- Maintain records of Association history.
- Send out and follow up annual membership fees.
- Be at all times responsible to and under the direction of the Associations committee.
- Liaise with other related Associations as required from time to time and as directed by the President.
- Attend to other duties as needed including but not limited to; checking incoming mail, sending of Association related mail or emails, preparing letters or emails on behalf of the Association, banking of incoming funds, payment of funds as approved by the committee and the like.

REPORTING

- Report on the financial status of the Association at each monthly committee meeting and any other time as requested by the President.

OTHER DUTIES

- Sponsorships – Seek out potential sponsors of the Association including but not limited to sponsors for the BOTRA Cup, Stallion Service, and general sponsors. Prepare and submit to potential sponsors detailed information seeking sponsorship. Liaise with the sponsor to ensure a positive outcome for the Association and to actively promote the sponsors business.
- General Fundraising – actively seek opportunities to raise funds for the Association i.e. mouse racing night, raffle and the like. Report opportunities and ideas to the committee.
- Long Shot Promotion – Review the months racing results to identify the longest price winner who is a member of the Association. Present the outcome of the review to the committee at the next meeting for discussion and approval.

COMPLIANCE

- Assist the Association committee to comply with all applicable legislation and the Constitution at all times.



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POSITION SPECIFICATIONS

EDUCATION, QUALIFICATIONS

DESIRABLE

- Previous experience in a similar role (professional or association)
- Cert 3 level office administration (or similar)
- Knowledge of MYOB or similar accounting software

KNOWLEDGE / EXPERIENCE REQUIRED

ESSENTIAL

- Knowledge of Microsoft Word and Excel
- Attentive to detail and accuracy
- Professional presentation
- Excellent verbal and written communication skills
- Excellent organisational and time management skills
- Report writing skills