

## TASA Executive Officer

The TASA Executive Officer (EO) is an assistant to the whole of the Executive. The core responsibilities are as an assistant to the President and Vice-President and facilitating the Secretary and Treasurer roles. The EO reports to the TASA President and whole Executive, and has direct responsibility for carrying out the administrative management, operational, governance, and technical functions of the TASA office. These responsibilities include office management, frequent communication and interaction with the Executive and general TASA members, administration of policies and procedures, and over-seeing the fulfilment of Constitutional and Incorporation requirements. The position carries substantial responsibility and requires a broad range of skills and the ability to exercise considerable judgment, initiative, discretion, and independence.

The EO is ideally a PhD candidate, preferably with 2 years or longer to submission of thesis. Relevant skills include: demonstrated ability to organize, plan and supervise projects; demonstrated interpersonal skills, proven ability to work independently and under pressure; sound working knowledge of computer word processing and excel databases is essential.

### **Major responsibilities include:**

- Manage the TASA Office
- Processing of membership applications and payments
- Organise the timely payment of all accounts and invoices
- Banking and monitoring of TASA bank accounts – ensuring that there is always enough money in the cheque account to cover cheques drawn on the account
- Manage the financial affairs of the Association and prepare financial reports and updates for the Executive
- Ensuring annual Incorporation requirements are met
- Preparation of material for BAS and the annual audit of TASA accounts
- Dealing with Member and public queries regarding TASA
- Promotion of TASA through membership drives
- Monitoring of TASAweb content and keeping it up-to-date by sending updates to EPS (web developers)
- Monitoring and updating policy and procedures to ensure they reflect the needs and practices of TASA
- Assist convenors in the administration of TASA prizes
- Prepare material from the TASA office for Nexus
- Organise TASA elections
- Handle advertising and mailing list rental applications
- Provide mailing lists to Journal publisher and NEXUS Newsletter editors

### **Preparation for TASA meetings:**

- Bookings for meeting venues and phone hook-ups
- Booking of accommodation for Executive members travelling to the meeting
- Arrange catering for face-to-face meetings
- Preparation of agenda and associated meeting documentation
- Placement of AGM documentation in NEXUS and online
- Record minutes of the meetings
- Distribute meeting minutes to relevant parties
- Placement of meeting records online in the Exec-only section

**Reports:**

- Preparation of the Secretary's report
- Preparation of the Treasurer's report
- Assist the President and Vice-President in preparation of their reports
- Preparation of the demographic summary information from the membership database

**Conditions:**

- The EO should be a full financial member of TASA and must attend all Executive Committee meetings.
- The role and duties of the EO may vary at the discretion of the President.