

# 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, Treasurer and Web Editor 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.

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 WordPress (or similar Content Management System), InDesign, computer word processing and excel databases is essential.

## Major responsibilities include:

- Manage the TASA Office
- Pending membership applications
- Produce a weekly e-list for TASA members using Campaign Monitor
- Dealing with Member and public inquiries for e-list inserts
- 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 payment authorisations requests
- Working with the Treasurer to manage the day to day financial affairs of the association, and assist the bookkeeper, auditor and Treasurer in producing financial reports
- Assist the Treasurer in ensuring annual Incorporation requirements are met
- Preparation of material for BAS and the annual audit of TASA accounts
- Liaising with the bookkeeper and auditor
- Dealing with Member and public inquiries regarding TASA
- Handle routine correspondence, liaising with the Secretary and other Executive members as required
- Dealing with Media queries
- Promotion of TASA through membership drives
- Promotion of TASA events via e-list, TASAweb and advertising through other association websites, and newsletters
- Monitoring of TASAweb content and keeping it up-to-date using the CMS
- 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
- Compile Nexus in InDesign
- Liaise with *Nexus* Editors on final Nexus issue
- Prepare mailing list for Nexus
- Arrange for printing and posting of Nexus
- Assist Secretary with the organisation of TASA elections
- Handle advertising and mailing list rental applications
- Provide mailing list to the *JoS* publisher
- Prepare monthly back-order *JoS* list

## 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
- Minutes
- Distribute meeting minutes to the Executive
- Placement of meeting records online in the Exec-only section

**Reports:**

- Assist the President, Vice-President, Secretary, Treasurer and Web Editor in preparation of their respective reports
- Preparation of the demographic summary information from the membership database

**Conditions:**

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