

TEWANTIN-NOOSA BOWLS CLUB INC

DUTY STATEMENT FOR CLUB MANAGEMENT

The Administration Officer is...

GENERAL

- To represent the aims, ideals and standards of the Board of Management at all times.
- Responsible for implementing all Board directives and to report on the progress of same.
- Required to undertake any task or duty specifically directed by the Board of Management.
- Responsible for receiving and distributing all correspondence to the appropriate Board or Games Committee Secretaries for their attention. The Administration Officer may from time to time be required to reply to correspondence as directed by the Board of Management.
- To assist in the preparation of Board correspondence and documents.
- Responsible for the preparation of the club payroll.
- Responsible for membership records.
- Responsible for banking preparation and ATM reconciliation.
- Responsible for answering telephone and directing to appropriate area.
- To undertake any other duties pertaining to the Administration Officer's position, as prescribed by the Club's constitution and By Laws and as directed by the Board of Management.

STAFF/OUTSIDE PROFESSIONALS AND CONTRACTORS

- To provide ongoing administrative staff training to ensure the continuing efficiency of staff members with emphasis on morale building and a high standard of customer service and professionalism.
- Responsible for working with outside professionals such as accountants, auditors, specialist advisors etc, that may be appointed by the Board of Management.

FINANCIAL/LEGAL

- Responsible for ensuring all insurance, workers compensation, RQBA, SCDMBA, SCDLBA and taxation requirements are met as required, and to ensure compliance with any new legislation under the Associations and Incorporation Act, Taxation, Liquor etc which may affect the Club's operations.
- Responsible for maintaining faithful records of all financial accounts within the Club. These records are to be kept in accordance with the requirements of the Liquor Act, the Gaming Act and the like or as directed by the Board of Management.
- To assist the Board of Management in the forward long and short term planning of the Club by being involved in developing detailed financial budgets and reporting regularly to the Board on variances and suggested corrective measures to achieve these set goals.
- To continually review internal procedures to become aware of where enhancements can be made to existing techniques to further improve the financial performance of the Club.

GAMING

- Compilation of returns to statutory authorities.
- Prevention of frauds.
- Analysis & interpretation of trading results.
- Adherence to Responsible Gaming Guidelines.