

TEWANTIN-NOOSA BOWLS CLUB INC

DUTY STATEMENT FOR CLUB MANAGEMENT

The Assistant Administration Officer is...

GENERAL

- To represent the aims, ideals and standards of the Board of Management at all times.
- Assist Administration Officer in 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.
- Assist Administration Officer in receiving and distributing all correspondence to the appropriate Board or Games Committee Secretaries for their attention.
- Assist Administration Officer in the preparation of Board correspondence and documents.
- Assist Administration Officer in the preparation of the club payroll.
- Assist Administration Officer in maintaining membership records.
- Responsible for answering telephone and directing to appropriate area.
- To undertake any other duties pertaining to the Assistant Administration Officer's position, as prescribed by the Club's constitution and By Laws and as directed by the Board of Management.

FINANCIAL/LEGAL

- Assist Administration Officer in 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.
- Assist Administration Officer in 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.

GAMING

- Assist Administration Officer in the compilation of returns to statutory authorities.
- Adherence to Responsible Gaming Guidelines.