

MCA Executive Officer

The Executive Officer is responsible for overseeing Masonry Contractors Australia Ltd with regard to cultural, legal and financial activities. The Public Officer of a non for profit Industry Association. All work performed and provided to the Association including intellectual, and where not previously claimed legally by others, is irrevocably the property of the Masonry Contractors Australia Ltd.

DUTY STATEMENT

MCA EXECUTIVE OFFICER

DUTY STATEMENT

Job Title:	Executive Officer	Elected Date:	1 July 2018
Length of Term:	Three Years	Reports to:	Executive Committee & Financial Members
Salary/Remuneration:	Volunteer	Last Revision Date:	1 July 2018
Key Performance Indicators	Financial Management & Reports	Prepared by:	Laura Carr

SUMMARY

The Executive Officer is responsible for overseeing Masonry Contractors Australia Ltd with regard to behaviour, cultural, legal and financial activities. The Public Officer of a non for profit Industry Association.

All work performed and provided to the Association including intellectual, and where not previously claimed legally by others, is irrevocably the property of Masonry Contractors Australia Ltd.

PRIMARY RESPONSIBILITIES

1. Finances of the Association.
2. True and accurate financial records.
3. Receipts are documented for all money received and that monies are banked promptly.
4. Supplier accounts and payroll deductions are checked and correct, authorised and paid prior to due date.
5. Ensure payments in accordance with constitutional approved authorities.
6. Keep Executive Committee regularly informed of the company's financial position.
7. Ensure financial records are electronically available for Annual Audit and prepare draft Financial Statement for Audit.
8. Prepares and present Executive Officers' Report, Auditors' Report and Audited Financial Statements to Annual General Meeting. Using digital cloud reporting technology.
9. Quarterly BAS Statements and Annual Tax Returns are lodged on time with the ATO.
10. Financial records are current balancing to real time bank statements.
11. Collect outstanding payments for Membership.
12. Ensure attendees at Meetings have signed Attendance Record for General Meetings and that all apologies are minuted.
13. Respond in a timely fashion to new Member enquires.
14. Be accountable to all Members for company spending.
15. Ensure MCA activities, e.g. courses are viable and delivered and covered under current insurance policies.
16. Ensure all insurance policies are maintained with relevant cover for any activities that may be undertaken by the company including checking 'policy exclusion clauses'.
17. Complete payment renewal of website domain bi-annually and remunerate host annually.
18. Number of attendees at Meetings.
19. Increase Membership with a higher profile for the Masonry Sector in Australia.

20. Signatory of Bank Account.
21. Build a network using personal contacts, direct mail, special events and Award Dinner support.
22. Is familiar with, and uphold the objectives, constitution and codes.

ANNUAL AWARDS DINNER

Recruit new and existing Sponsors.

ADDITIONAL RESPONSIBILITIES

Accomplishes all tasks as appropriately assigned or requested.

QUALIFICATIONS AND SKILL REQUIREMENTS

1. White Card 'preferable'.
2. Direct members to the most efficient and economical source.
3. Work with professionalism, honesty and integrity.
4. Presented in acceptable neat attire.
5. Ability to analyse and interpret financial data.
6. Knowledge of public relations principles and practices.
7. Knowledge of communication and public relation techniques.
8. Develop and deliver presentations.
9. Identify and secure new membership/funding/revenue sources.
10. Professional written and verbal communication and interpersonal skills.
11. Communicate and interact with officials at all levels of business, associations, unions, government and to work effectively with a wide range of people in a diverse community.
12. Motivate teams and simultaneously manage several projects.
13. Education for this position is normally acquired through a combination of the completion of a Degree in Business Administration or Accounting and with appropriate industry experience in managing a small to medium business or company.
14. Basic computer literacy, Outlook, Xero, MYOB, Word, Excel. (WordPress, PowerPoint, Mailchimp and Publisher an advantage).
15. Understanding of the Masonry Industry an advantage but not necessary.
16. Organise SMS field messages, if required.
17. People skill diplomacy
18. Understanding of current legal climate regarding Trade Practices Act, IR Legislation an advantage but not necessary.
19. Patience, tolerance and a pleasant demeanour.
20. Requires willingness to work a flexible schedule and travel.
21. Energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
22. Well-organised and self-directed individual who is "politically savvy" and a team player.
23. Read, analyse and interpret documents.
24. Respond effectively to sensitive inquires or complaints.
25. Effective and persuasive speeches and presentations on import topics.
26. Outstanding personal qualities, self-confidence and decisiveness.
27. Articulate vision and drive toward achievement of that vision.
28. Encourage new ideas and a good listener.

TIME COMMITMENT REQUIRED

1. Attend Executive and General Meetings.
2. Attend Annual Awards Dinner.

EXPENSE POLICY

1. It is the policy of the Association to reimburse the Executive Officer for Association related costs according to the prior written/email approval of the Executive Committee, and provide invoice.
2. Free ticket to Annual Awards Dinner.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Work may require frequent overnight travel. Work may require frequent visits to construction sites and be exposed to those weather conditions. The noise level in the work environment could be moderate to high.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee/volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee/volunteer is to stand; walk; sit use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee/volunteer must be able to lift and/or move up to 16kg. Specific vision abilities required by the job include close vision, distance vision, colour vision, peripheral vision, depth perception and the ability to adjust focus.

AGREEMENT

I have read, understand and agree to the terms and conditions set out about regarding the roles and responsibilities placed upon myself in signing this document. I also agree to abide by the Company Constitution and any sub sequential Executive Committee changes and with regard to any health or safety direction given by the company at any time.

Sign:.....

Date:.....