

# MCA Executive Secretary

Assist Executive Committee as needed in providing service to members and management. 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 SECRETARY

## DUTY STATEMENT

<b>Title:</b>	Executive Secretary	<b>Nomination Date:</b>	1 July 2018
<b>Length of Term:</b>	1 Year	<b>Reports to:</b>	Executive Comm.
<b>Salary/Remuneration:</b>	MBA	<b>Last Revision Date:</b>	1 July 2018
<b>Key Performance Indicators:</b>	Organise Awards	<b>Prepared by:</b>	Beverly Glover

## SUMMARY

Assist the Executive Committee as needed in providing service to members and management.

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.

## PRIMARY RESPONSIBILITIES

1. Organise Monthly Executive Meetings between February and November each calendar year.
2. Assists the President/Executive Officer to prepare, collate and distribute monthly Agenda.
3. Takes notes and prepares accurate Minutes and distributes to Executive Committee Members on a timely basis.
4. Maintains a file of all signed original copies of Minutes of Meeting and keeps appropriate records in a safe place.
5. Securing of Guest Speakers for General Meetings, ensuring they are topical, relevant and cover the requirements of both Contractor and Associate Members.
6. Ensure audio visual equipment for PowerPoint or Projectors are available and working for all Executive and General Meetings.
7. Is familiar with the Association Constitution and applies correct meeting procedures.

## ANNUAL AWARDS DINNER

1. Ensure all Entry Forms are distributed within agreed schedule each year.
2. Ensure all Entries have correct listing of Bricklaying Contractor name and Judges are committed to Event and have correct information.
3. Award Entry Form to be returned directly to the Executive Secretary (not via the website).
4. Invoices will be raised by the Executive Secretary for Award Entries and Dinner Tickets; and all outstanding amounts are collected for Annual Dinner and Sponsorship.
5. Ensure a suitable Awards Dinner venue is booked one year in advance to accommodate sufficient number of tickets.
6. Ensure potential Sponsors receive letters of invitation within a timely fashion.
7. Ensure entertainment, video equipment, trophies, special guests and PowerPoint presentation is ready, along with Sponsor's Projects, and varying details are correct.

## TIME COMMITMENT REQUIRED

1. Monthly Executive Meetings.
2. Annual Awards Dinner.

## EXPENSE POLICY

It is the policy of the Association to reimburse the Executive Secretary for Association related costs according to the prior written/email approval of the Executive Committee.

## WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require evening work.

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