

Management Position Descriptions

Extract from HRM Manual 2022

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1. Management Committee Brief

In general, the responsibility of the Management Committee is to represent and serve the needs of HWR in accordance with the Objectives of the group as outlined in the Constitution or, from time to time deemed necessary.

The Management Committee oversees the affairs of and makes strategic decisions for HWR on behalf of its members such as:

- setting strategic direction,
- setting goals and activities,
- making decisions about planning and resources,
- overseeing risk management
- monitoring financial viability,
- promoting directly, and by example, good communications and team building,
- determining disciplinary decisions and action,
- selecting appropriate contractors and service providers,
- ensuring that legal duties are carried out and the requirements of Australian law are met (such as, but not limited to, taxation law and reporting, charity status law and reporting), and,
- reporting to members.

The Management Committee consists of (as per the Constitution), four Executive positions with special requirements and responsibilities and, one to five ordinary positions.

2. Position Responsibilities

2.1. Committee Members

A committee member position is a strategic role within the group and is responsible for assisting with the governing of the group.

Committee members must:

- operate within appropriate legislation, common law, the HWR (NATF Inc) Constitution and the HWR policies,
- act in good faith and for proper purpose,
- act with reasonable care, skill, and diligence,
- make sure the financial affairs of the organisation are managed responsibly,
- promote and work towards achieving the Objectives of HWR.

To act appropriately a Committee Member must:

- understand and follow the Constitution and Objectives of the organisation,
- declare and monitor actual or perceived conflicts of interest,
- provide advice, opinions and independent judgement to inform Management Committee decisions.

Specific Tasks include:

- governing and overseeing HWR operations and performance,
- attending and participating in Committee Meetings,

- attending the AGM,
- being active within HWR.

NB it is a requirement of the Constitution that a Committee Member be removed from office if that member 'is absent from three consecutive committee meetings without a minuted apology'.

2.2. President

The President is a member as the Management Committee and as such is bound by the same requirements as any other member of the Management Committee. Overall, the President is responsible for the leadership of HWR and representing HWR's interest to appropriate external organisations.

Specific Tasks include:

- representing HWR at official external functions (such as, but not limited to, meetings with National Parks and Wildlife Services), and, to appropriate external organisations,
- working with the Management Committee to ensure that the necessary skills are represented on the Committee,
- ensuring suitable succession planning is in place,
- overseeing the development of relevant policies and strategic plans to achieve the Objectives of HWR,
- ensuring that the AGM agenda is prepared, in consultation with the Management Committee members, and,
- chairing Management Committee meetings.

Specific skills include:

- Communication skills with external Executives,
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2.3. Vice President

The Vice President is a member as the Management Committee and as such is bound by the same requirements as any other member of the Management Committee. Overall, the Vice President supports the President and takes on the role of the President when that person is unavailable or unable to act, and coordinates activities designed to ensure the smooth internal running of Hunter Wildlife Rescue.

Specific skills include:

- Reasonable proficiency in Microsoft Office applications,
- Communication team building skills with members of HWR,

2.4. Treasurer

The Treasurer is a member as the Management Committee and as such is bound by the same requirements as any other member of the Management Committee. Overall, the Treasurer deals

with the financial affairs of the organisation in accordance with Australian law and any other appropriate regulations.

Core Duties and Responsibilities

- Data Entry and Ledger Maintenance: Recording day-to-day financial transactions, including purchases, sales, receipts, and payments into accounting software (e.g. Xero)
- Bank Reconciliation: Matching financial records against bank statements to confirm accuracy
- Accounts Payable (AP): Managing vendor invoices, verifying accuracy of goods & services being invoiced, scheduling payments and communicating with vendors as required.
- Accounts Receivable (AR): Creating invoices, sending them to customers, and tracking payments so that funds are received in a timely manner. May include liaising with customers.
- Support: Financial Reporting: Producing monthly reports such as income statements and balance sheets for the Treasurer and Committee.
- Inventory management: (if applicable). Will include minimum stock quantities ownership required and goods currently in stock. Procedure for incoming and outgoing of goods. Six monthly stocktake to be conducted
- BAS preparation: quarterly BAS preparation and lodgement (if applicable)
- Budgeting and Forecasting: Assistance as required
- Governance: Assistance in creating and maintaining strong internal controls for the organisation
- Cashflow management: Assistance as required
- Ad hoc queries

Qualifications and Attributes

- Working knowledge of up-to-date online software packages including accounting, financial management and point-of-sale, eg xero and square, PayPal and others that are typical of Not-for-Profit donations-based organisations.
- Ability to work autonomously and in a team environment
- Good communication skills, Proactive with strong organisation skills and attention to detail
- Respectful and team player

2.5. Secretary

The Secretary is a member as the Management Committee and as such is bound by the same requirements as any other member of the Management Committee. Overall, the Secretary organises meetings and deals with correspondence.

Specific Tasks include:

- keeping the minutes of all appointments of office-bearers and members of the committee,
- keeping the names of members of the committee present at a committee meeting or a general meeting, and
- keeping all proceedings at committee meetings and general meetings.
- preparing the agenda and minutes for Management Committee meetings,
- processing incoming and outgoing communications in an appropriate manner,
- maintaining a record of all communications,
- filing all communications

Specific skills include:

- Reasonable proficiency with Microsoft WORD,
- Organisational skills