

Coffs Harbour Chamber of Commerce

Executive Officer – Job Description

Award: State Award

Status: Part-time position

Reports to: President – Coffs Harbour Chamber of Commerce

Hours: 32 hours per week

Remuneration: Salary to be negotiated

POSITION SUMMARY

To present and promote a professional image of the Coffs Harbour Chamber of Commerce and its services to the Chamber members, Chamber committee (s) and the wider community through the administration and financial management of the chamber office, the organisation of chamber events and functions and the distribution of marketing material to new members

CORE DUTIES:

Chamber:

- Prepare draft agenda for Committee and Sub-Committee meetings and ensure agenda and other relevant reports are circulated via email in the week prior to meeting.
- Attend Committee and Chamber meetings and provide written reports covering financial management.
- Ensure that all business of the Committee is handled between meetings and reported at the next Committee meeting.
- Co-ordinate preparation of audited financial statements and annual report for distribution at Annual General Meeting.
- Maintain and circulate updated contact details for Committee.
- Stay abreast of current issues (both internal and external) impacting on the Chamber and assist Committee with strategic planning and evaluation.
- Assist Committee with policy and procedure development, implementation and review.
- Undertake other projects/tasks as requested and prioritised by the Committee from time to time.
- Organise and conduct in conjunction with the Auditor the Annual Elections of Office Bearers.
- Provide and support assistance to the President in respect of the Regional Chamber as required and any other association which the president is required to deal with.

Financial Management:

- Monitor income and expenses to ensure chamber is managed within budget approved by committee.
- Seek approval from Committee for expenditure outside budget constraints.
- Ensure insurance, including public liability and worker's compensation, is up to date and relevant to the needs of the Chamber.
- Pursue and promote appropriate sponsorship or other opportunities to subsidise Chamber activities where possible.
- Issue invoices for membership levies and collect same ensuring minimal delinquencies.

Bookkeeping:

- Ensure appropriate financial records using MYOB are maintained in order to meet all statutory and audit requirements as well as to facilitate sound financial planning of the Chamber.
- Payment of accounts as and when they fall due.
- Regular reconciliation and recording of petty cash transactions.
- Maintain leave provision records for audit purposes.
- Liaise with sub-committees to ensure appropriate records are maintained regarding payments to presenters and payment of events expenses.
- Monthly reporting of events profit and loss.
- Issue tax invoices for advertising.
- Assist the Treasurer in preparing and submitting quarterly Business Activity Statement to ATO.
- Ensure all end of year payroll requirements are met including staff records for audit purposes.

Administration:

- Implement and maintain administrative and staff procedures and systems that ensure transparent and efficient operation of the Chamber.
- Backup Chamber "My Documents" folder on a weekly basis to USB stick.
- Ensure that Chamber office premises and equipment are maintained so that as far as reasonable the chamber provides a safe environment for staff, volunteers, and visitors.
- Ensure that the Website is updated and maintained with current information.
- Ensure that membership database is kept up to date with contacts, membership renewals, processing new members, issuing member packs.
- Implement and maintain compliance with Workcover requirements for the Chamber office and events.

Networking:

- Maintain list of businesses in the area, other useful contacts, and referral points.
- Promote the Chamber and its services to the community and other organisations.
- Collect data that will assist the chamber to identify, respond to, and advocate for the needs of members.
- Liaise with Events Committee in planning the initiation, development and implementation of events provided by the Chamber.

Marketing/Events:

- Organise, co-ordinate and attend Chamber monthly breakfasts and all other chamber events as directed by the Committee.
- Present a professional image for the Coffs Harbour Chamber of Commerce at all times, in all business dealings.
- Welcome new clients to the Chamber with membership packs.
- Welcome any new members and sponsors onsite at functions/events.
- Prepare the Chamber monthly newsletter for distribution and publication on website. Send to all potential sponsors and media contacts.
- Prepare a run sheet for all functions/events.
- Co-ordinate functions/events with assistance from the Events Committee. Including arranging sponsors allotted speaking times, branding at events and process all payments from events, issuing name badges, tax invoices etc.

ESSENTIAL REQUIREMENTS:

1. People person.
2. Drivers Licence with own vehicle.
3. Flexibility of employment hours.
4. Proven track record with minimum 5 years experience in marketing/events management.
5. Ability to communicate with – Major Sponsors and all levels of Corporate and Government bodies.
6. Proficiency in use of MYOB, Microsoft Word, Excel, Outlook and Powerpoint.
7. Self starter.
8. Demonstrated ability to work effectively with committees.
9. Demonstrated organisational skills and ability to undertake a broad range of administrative functions involving organisational accuracy.
10. Demonstrated ability to work to deadlines under pressure.
11. Excellent oral and written communication skills.
12. Ability to take on a high level of ownership and responsibility for tasks.
13. Excellent grooming, demeanour and presentation.

DESIRABLE REQUIREMENTS:

- Local knowledge.

- Sense of humour.
- Tertiary qualifications.
- Demonstrated commitment to the local area.