

## **IQA Branch/Sub-Branch Administrator Scope Statement**

The requirement of The Institute of Quarrying Australia's Branch/Sub-Branch Administrator function is to provide support to the Branch/Sub-Branch and as the interface (or contact point) between the IQA's National Office, the Branch/Sub-Branch and Branch/Sub-Branch members.

Reports to the relevant IQA Branch Chair.

### **Role Responsibilities:**

#### **Branch/Sub-Branch Membership**

- Maintain current branch/sub-branch membership records in conjunction with National IQA Office;
- Maintain protocols to ensure appropriate privacy requirements for the branch/sub-branch membership data base;
- Coordinate membership recruitment and retention within IQA Membership Guidelines in consultation with branch/sub-branch chair;
- Monitor and respond promptly to membership and Institute queries;
- Follow-up non-financial memberships upon receipt of list from the IQA's National Office;
- Send out membership forms as requested;
- Make available membership forms and promotional forms at branch/sub-branch activities;
- Coordinate presentation of Membership Certificates to branch/sub-branch event attendees;
- Coordinate branch nominations for the IQA Awards Program and actively promote the IQA Awards Program at all functions and events in consultation with branch/sub-branch chair.

#### **Branch/Sub-Branch Committee Meetings and Branch/Sub-Branch AGM**

- Provide secretarial support to the Branch/Sub-Branch Committee, including attending meetings (face-to-face or teleconference) and preparation, approval and distribution of Minutes to committee officers and IQA General Manager within 7 working days;
- In consultation with Branch/Sub-Branch Committee, prepare and distribute Notice of Meeting to branch/sub-branch members and IQA General Manager;
- Present branch/sub-branch annual report to branch/sub-branch committee and IQA General Manager.

#### **Branch/Sub-Branch Events / Activities**

- Assist branch/sub-branch in identifying and evaluating suitable venues;
- Assist branch/sub-branch in identifying and obtaining sponsors;
- Invoice and process sponsorship payments through National IQA Office;
- Draft event budgets, pre-event;
- Draft and process AIQEF grant proposal, if applicable;
- Facilitate event arrangements in consultation with branch/sub-branch committee i.e. catering, timing, social activities, speakers, travel and accommodation, audio visual hire and additional requirements;
- Prepare venue contract for committee approval, forwarding to the IQA General Manager;
- Compilation of event flyers and Registration Forms for branch/sub-branch committee approval following IQA Policies and Procedures;
- Liaising with IQA National Office for uploading flyer and registration forms to Quarry website;
- Receive registrations/attendees via online registration's system;
- Liaise with event organisers / venue with final numbers and arrangements;
- Provide branch/sub-branch committee with weekly event registration numbers;
- Prepare, print and assemble name tags if required;

- Obtain and process all invoices (incl. venue, audio-visual equipment, transport and speakers) for accuracy and subsequent committee approval, forwarding all original documents to National Accounting Office for payment;
- Prepare and distribute final income and expenditure report within 5 working days of event to IQA National Office;
- Prepare report to committee for approval, to the IQA General Manager (for website) and Quarry Magazine.

### **Branch/Sub-Branch Finances**

- Coordinate branch/sub-branch budget for approval by the branch/sub-branch committee for forwarding to the IQA National Office by 30 April annually;
- Promptly forward all cheques received to the IQA Membership Officer or IQA Finance Officer for banking;
- Raise customer/debtor invoices after the receipt of a purchase order from the customer as per Section 9.8 – Sales, Customers and Debtors Branch procedure;
- Prepare all supplier invoices for approval and authorisation for payment in accordance with Section 9.3 – Schedule of Delegation
- Distribute monthly record of branch income and expenditure to committee and the IQA National Office within 5 working days after the IQA National Office has completed the monthly profit and loss reports;
- Prepare all sales invoices and maintain all outstanding invoices;
- Ensure branch/sub-branch signatories list is kept up to date;
- Provide an explanation of all credit card expenses for the month, in consultation with Branch/Sub-Branch Chair, to the IQA Finance Officer by the end of month;
- Forward all receipts that are to be claimed against AIQEF funding to the IQA Finance Officer for processing.

### **Branch/Sub-Branch Administration**

- Coordinating branch/sub-branch activities calendar;
- Promptly forward a copy of all Committee Meeting Minutes to the IQA General Manager;
- Distribute branch/sub-branch calendar and updates to members and IQA General Manager;
- Ensure websites branch/sub-branch events calendar is kept up to date;
- Ensure the branch/sub-branch contact list is kept up to date;
- Coordinate the regular branch/sub-branch reports for Quarry Magazine;
- Coordinate the annual branch/sub-branch report for the IQA Annual Report;
- Maintain the integrity of electronic documents, data and records management systems, ensuring regular system backups;
- Maintain branch/sub-branch hard copy records, forwarding annually to IQA Finance Officer for storage management.

### **Skills Required**

- MYOB Accountright
- Proficient in Microsoft Office Word, Excel, Outlook and Power Point
- Strong communication skills.

### **Requirements**

- Own transport
- Internet
- Telephone
- Home office