



NSWERA Governance Manual SMC Position Description - Document No. 7.5.1

Position Title

NSWERA Secretarial

Position Purpose

Ensure the Day-to-Day business needs of the Association and the members are met by providing the Shop-front secretarial service.

Principle Accountabilities & Performance Indicators.

Clerical.

Manage the routine correspondence and transactions normal to the day-to-day operation of the association, liaising with the Webmaster, Technical support, and SMC members as appropriate while maintaining an up to date inventory of standard and specialized stationary and equipment essential to Secretariat role.

KPI – A courteous, efficient, professional image at all times.

Financial.

Receive, pay out, and process all monies related to the day-to-day operation of the association maintaining minimal cash on the premises.

KPI – All transactions resolved and reported to the Treasurer monthly.

Membership Support.

Provide 'shop front' first point of contact support for member and prospective member enquiries, referring matters or issues that are outside the scope of the secretariat to the SMC or individual Portfolio holders as necessary.

KPI – All enquiries or issues resolved in a timely manner.

Attend Monthly SMC meeting

Present business in hand needing SMC input or approval and report on the monthly status of the Secretariat.



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NSWERA Secretarial

Principle Accountabilities - Key Tasks

Clerical.

- **Source and maintain an agreed inventory of stationary.**
- **Update all forms and stationery as advised by SMC.**
- **Liaise with Webmaster for inclusion of forms or data on the website.**
- **Liaise with Programmers re database systems.**
- **Receive, post, and log mail.**
- **Maintain a log of business and other contacts.**

Financial.

- **Banking - Receipt & deposit all monies.**
- **Liaise with Newsletter editor to manage advertising accounts/payments.**
- **Supply processed banking spreadsheets to Treasurer**

Membership Support.

- **Answer enquiries.**
- **Provide rider/horse histories.**
- **Send out forms when requested.**
- **Follow-up on declined transactions with members.**

Attend Monthly SMC meeting:-

- **Present business in hand needing SMC input or approval.**
- **Report monthly financial overview.**
- **Report blank logbooks stock in hand.**
- **Report stationary inventory levels.**
- **Present correspondence log.**