



## AROCA ADMINISTRATION JOB DESCRIPTION

### AROCA Board Meetings

- making arrangements including venue, date, times and hospitality for meetings
- collecting and collating reports from office holders and completing financial reports.
- attending meetings (as required)
- taking the minutes of meetings
- distributing minutes to members no later than 1 week after each meeting, and
- Calling for and receiving nominations for Board and other positions for the AGM
- Posting AGM notice as per constitution requirement

### Email/correspondence

- Reading, replying and filing correspondence promptly and regularly, and informing Board members as appropriate, including assisting with any responses
- Keeping up to date lists of members' names and email addresses, and those attending relevant meetings
- Maintaining files of documents such as constitutions or plans
- Document board approved communication plan

### Funding

- Assistance in obtaining funding sources for AROCA, and in particular for the ongoing provision of administrative services
- Completing funding applications as required.

### Facebook Page / WANZ Website

- review and updating the AROCA facebook page and keeping it up to date –
- posting notices from clubs and events (eg event results)
- Maintaining the regional calendar by posting events on the calendar and liaising with member clubs

### Accounts

- arranging a new accounts structure (xero.com)
- keeping the accounts / book-keeping using xero.com
- keeping contact lists (suppliers, clubs, etc) on xero.com up to date
- action payments as approved by Board
- reconciling payments on xero.com
- invoicing affiliation fees, invoicing entry fees for events to clubs, and follow-ups as required
- providing financial reports for Board meetings (template reports via xero.com)
- Document board approved financial policy

### AROCA Resources

- Compile a record of AROCA resources
- Administer bookings for the use of AROCA resources, including W6 waka, and the completion of hireage agreements

## Competitions

- posting event notices on the WANZ website
- assisting in the planning of events for the year
- maintain a volunteer roster, to enable effective event management
- informing other sport codes of relevant Regional events
- entering regional teams and paddlers in competitions (W1 and WT12) via the NKOA online entry system (see relevant policies)
- Develop event series templates to be used by clubs, upskill clubs on event management best practice
- Liaise with council for all event permits
- Complete health and safety plans for all events
- Complete course maps for Harbour Master
- Identify potential growth opportunities within school sector

## Other

- assist the Board when requested
- assisting with the development of funding applications to support [Region] operations
- reporting on key activities
- Assist with completion of annual plans and documenting action plans
- Meet with relevant sector representatives where needed, eg AKTive, RSTs, College Sport