

### EXECUTIVE OFFICER

#### Position Summary

The Executive Officer will support the vision and mission of ACHPER QLD. Specifically, the Executive Officer is responsible for the successful leadership and management of the organisation according to the strategic direction set by the ACHPER QLD Board.

#### Accountability

The Executive Officer reports to the ACHPER QLD Board, through the President.

#### Key Responsibilities

##### 1. Leadership

- Participate with the Board in developing a vision and strategic plan to guide the Organisation
- Act as a strategic advisor to the Board on all aspects of the Organisation's activities
- In addition to the President, act as a spokesperson for the Organisation

##### 2. Operational planning and management

- Oversee the efficient and effective day-to-day operation of the Organisation,
- Provide support to the Board by preparing meeting agenda, monthly reports and other supporting materials

##### 3. Event planning and management

- Ensure that the programs and services offered by the Organisation contribute to the Organisation's mission and reflect the priorities of the Board,
- Oversee the planning, implementation and evaluation of the Organisation's events, including event venue bookings, catering and handbooks.

##### 4. Human resources planning and management

- Oversee the implementation of the human resources policies, procedures and practices.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review

##### 5. Financial planning and management

- Prepare a comprehensive budget yearly budget (and updates) for consideration of the Board
- Be responsible for generating income to ensure the future viability of the Organisation
- Ensure that sound bookkeeping and accounting procedures are followed
- Monitor the financial situation of the Organisation including event and project budgets

## **6. Stakeholder relations/advocacy**

- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other Organisations to help achieve the goals of the Organisation
- Represent the organisation as appropriate on by participating in stakeholder committees, events and panels
- Be an active participant in the Executive Member Group (national and state Executive Officers)

## **7. Risk management**

- Identify and evaluate the risks to the Organisation and implement measures to control risks
- Ensure that the Board and the Organisation carries appropriate and adequate insurance coverage

## **Criteria for Selection**

### ***Essential***

- Experience at an executive level in the not-for-profit sector

### ***Preferable***

- Experience in education and/or sport or other relevant industry
- Ability to lead an organisation through change – at a macro and micro level