

Position Description

Administration Officer Mareeba District Rodeo Association Inc

Introduction

The primary function of this role is to be the first point of contact between the Mareeba District Rodeo Association Inc. for both new and current customers and to organise the Annual Mareeba Rodeo & Show and Festival Week, as well as other events. It is essential to have your own vehicle with a valid driver's license. The role is pivotal to the creation and maintenance of a positive relationship with our customers, the community and our sponsors.

This position involves working in a shared capacity with the current Secretary, ensuring the smooth operation of the Association's events and activities. Collaboration and coordination with the Secretary will be key to managing the workload effectively and ensuring seamless communication and task execution.

Reporting Structure

This role reports directly to the President/Senior Vice President as immediate supervisor on behalf of the Committee. The Administration Officer shall be guided by the President/Senior Vice President in time management and prioritising of tasks on behalf of the Committee.

Hours of work and employment will be managed by the President/Senior Vice President with necessary times / changes ratified by the Executive or at the next Committee Meeting.

It should be noted that this role must also generate and maintain effective working relationships with committee members, volunteers, other individuals, associations, voluntary groups and sponsors directly connected to the Association.

Responsible To:

The position, although having some financial delegation as a signatory and to carry out electronic fund's transfers etc, does not have any procurement or decision-making delegation. The role is responsible to the Executive Committee of the Mareeba District Rodeo Association Inc and its delegated supervisor - the President, Mareeba District Rodeo Association.

All business involving expenses to the Association of upwards of \$100 and matters requiring permission shall be presented to the President for approval or if not urgent or of a significant scale to the committee.

Executive Committee Structure

- President
- Senior Vice-President
- 3 Vice-Presidents
- Secretary
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Location

This role is based at the Rodeo Office, Kerribee Park, 614 Dimbulah Road, Mareeba.

Hours

This is annual part time salary position paid fortnightly with no minimum (flexible) increasing to full time equivalent in peak periods of June / July and decreasing as the work reduces.

Hours are calculated from time of arrival to time of departure – lunch break is 30 minutes and is unpaid. Attendance will be required at meetings, functions & events. Weekly hours will need to adjust to suit these requirements.

Remuneration Rate

An Annual Salary of the award rate paid fortnightly.

Based on an average of five six-hour days per week @ (the award rate) per hour.

All accrued hours must be taken by 30th November and 4 weeks holiday taken in the months of December and January each year.

Phone & Customer Reception

- The Administration Officer is directly responsible for answering the calls that are received each working day. Answer the phone in a professional and friendly manner and route enquiries as required.
- All correspondence inward and outwards, via post/electronic.
- All phone calls involving the Association shall be recorded in a phone log/diary for review by the Executive and to assist in managing complaints and indiscretions – if there is no record there is no justification of actions and events. Private phone calls / emails are to be kept to a minimum and these Association assets are for official use only.

Monthly Committee Meetings and other Meeting

- The Administration Officer will be required to attend the monthly Association meetings which are generally held on the first Sunday afternoon of each month.
- As Secretariat for the Committee's meetings such minutes are to be prepared and checked by the President and tabled at the next monthly meeting so matters can be addressed by individuals concerned. Minutes are a valuable and legal aspect of committee meetings.
- Preparation of information will be the direct responsibility of the Administration Officer. Examples include:
 - Setting the agenda in conjunction with the President
 - Preparation of financial update
 - Compilation of information required for the meeting e.g., correspondence in and out, accounts paid.
 - Minute taking

Correspondence

All letters including relevant emails and information are to be brought to the attention of the President prior to meetings. Important and nice to know items, are to be presented in correspondence for Committee Meetings.

Banking & Mailing

- The Administration Officer is responsible for collecting the mail and doing the banking.

Finance

The Administration Officer is responsible for:

- Fulfilling audit and Australian Tax Office requirements.
- Ensuring the smooth and accurate operation of the business accounts including invoicing, reconciliation and following up of debtors
- MYOB bookkeeping through to final Balance Sheet and Profit and Loss Statement for auditing. This includes budgeting, payment of accounts, debtors and creditors and preparation and lodgement of the quarterly BAS.
- Calculation of wages and holiday pay, issuance of group certificates and payment of income tax deductions.

Ordering

- Ensure stationery orders placed when necessary – i.e. toner/inks etc for printers & copiers, paper etc.
- Function orders –using preferred supplies for trophies, ribbons, promotional materials etc.

Liquor Bar

- The Administration Officer will be required to organise permits, ensure liquor permit compliance, order and purchase stock required and general stock control throughout the year.

Venue Hire

- The Administration Officer will be required to liaise with the Caretaker and Executive prior to making any bookings of the Grounds and will be responsible for invoicing Clubs for Hire Fees.

Function and Event Organisation

- A pivotal role for the Administration Officer is to organise and coordinate the following events and in addition arrange staffing by liaison with paid and volunteer staff;

Events List:

- Annual Mareeba Rodeo & Agricultural Show
- Events associated with Rodeo Festival
- Bull Ride
- Other annual events as directed by the Committee.

Advertising, Promotions & Sponsorship

- The Administration Officer is responsible for the organisation of all advertising and promotions for the Association including T.V, radio and print media. All items as per the procurement and decision-making delegation must be approved by the President or the Committee prior to signing any contract.
- In addition to the above duty, conduct interviews with the media and represent and speak on behalf of the Association at functions and meetings.

Sponsorship/Grant Applications

- The Administration Officer will actively promote and generate new sponsorship opportunities both locally and nationally in liaison with the Executive and Committee.
- The Administration Officer will assist the Executive in researching, writing, and coordinating grant applications.
- The Administration Officer is responsible for collection/recording of all sponsorship monies.

Staff

- In addition to the event planning there will be the organisation of personnel for the Rodeo.
 - Liaise & organise paid and volunteer staff during the Rodeo Weekend.
- Organise/Manage the check in office paid and volunteer staff during the period of April 1st to December 1st.

Sideshows and Stalls

- Liaise with the Showmen's Guild, itinerant travellers and local stall holders regarding their application, space required, cost, power requirements and rent negotiations and organise a team meeting to allocate stall space.

Other Duties

- This role shall occasionally undertake other duties as directed from time to time by the President of the Association and the Executive Committee.

If you feel that you are the perfect candidate for this position, please submit your CV/Resume including a cover letter highlighting your experience and how you meet the requirements of the position description via email to mareebarodeo2025@gmail.com by COB Friday 28th February 2025. All enquiries about the position should be made via email.