



Job Description Form

Executive Officer

Main Roles

The Executive Officer is responsible for:

- Planning, and coordinating various events, workshops and training sessions as identified in consultation with the Board and wider WAFRY membership;
- Ensuring that WAFRY achieves results in each of its programmes and priorities for service delivery and that the programmes and events operate within the philosophy and policies of WAFRY;
- Maintaining WAFRY's accounts, BAS, GST & all other financial responsibilities.
- Researching and obtaining grant and sponsorship opportunities - and maintaining these relationships.
- Ensuring WAFRY is financially viable and operating efficiently;
- Maintaining, developing and distributing WAFRY membership details, media releases, website and a regular newsletter to ensure members and others are fully informed of WAFRY activities;
- Other tasks to ensure efficient and effective day to day management of WAFRY as negotiated with the Board.

Appointed by:

The Management Board

Accountable to:

The Management Board

Supervised by:

State President & Financial Management Officer

Liaising/ Working with:

- Rural Youth clubs and members
- Local communities in rural and regional WA
- Government and non-government youth and related organisations
- Media representatives
- Wider community
- Sponsors
- Funding Providers

Duties

Mission

- Ensure that WAFRY has an explicit mission, priorities for service delivery and adequate policies and procedures in place.
- Ensure that WAFRY is enlivened by its mission and philosophy and that WAFRY operates within the agreed philosophy and policies.
- Ensure that there is a consistent approach to service delivery across WAFRY projects and programmes.

Management

- Keep the Board adequately informed of activities and operations so they are able to effectively carry out their role.
- Ensure that WAFRY is effectively and efficiently managed.
- Ensure that adequate systems and information are available for the Board, staff and others to know how well WAFRY is meeting its aims and objectives.
- Ensure that programs are regularly reviewed with staff and members working for program improvement within the context of the changing needs of the young people and the wider community.
- Undertake reporting requirements to funders, sponsors or other third parties as necessary. Reports should be circulated to the Board for their comment and approval prior to distribution.

Relationships with WAFRY members and clubs

- Maintain and develop relationships with Rural Youth members, clubs and assist their relationships with their local communities.

Relationships with the wider community

- Ensures that WAFRY is appropriately represented in relevant organisations and networks within the youth and rural communities (either through direct participation or via the appointment of representatives) - including both government and non-government organisations and networks.

Public Relations, Marketing and Fundraising

- Responsible for the facilitation of the overall plan and approach for public relations, marketing and fund-raising initiatives.
- Be the contact person for the media.
- Develop and ensure delivery of sponsorship agreements on behalf of WAFRY.

Finances

- Monitors financial information to ensure that WAFRY is operating efficiently and within an agreed budget.
- Alerts the Board to all key financial issues within a reasonable timeframe.

Records

- Responsible for ensuring that archives and records (including confidential material) are maintained and up-to-date in a secure manner and that access is restricted to those authorised to view it.

Personnel

- All staff are appointed by the Board however the Executive Officer is responsible for the supervision of support staff jointly with the Financial Management Officer (i.e. Communications Officer or Bookkeeper).
- Ensures that all necessary paperwork and staff appraisal systems are in place throughout WAFRY
- Reports to the Board as necessary regarding the work of support staff

Complaints

- Ensure that client and staff complaints are effectively documented and dealt with including referring them to the Board as appropriate.