

## **EXECUTIVE OFFICER – NATIONAL SALEYARD QUALITY ASSURANCE INC.**

### **POSITION DESCRIPTION – TERMS OF ENGAGEMENT**

#### **ADOPTED BY THE COMMITTEE 15th OCTOBER 2017**

##### **PREAMBLE:**

This position is a contract position providing administration, strategic advice and logistic support to National Saleyards Quality Assurance Inc. The position requires the incumbent to hold an ABN and appropriate insurances.

Act as Executive Officer and provide a physical address as the registered office. Provide postal address (*PO Box*).

Provide office facility, access to computer and e-mail facilities, photocopier and all incidental office equipment and consumables. The Executive Officer shall provide standard office equipment including computer and photocopier. Any specialist equipment for the position shall be provided by the association.

Maintain an interest in industry affairs to be conscious of issues likely to affect the interests of Members.

In general, an industry contact point, available for contact at any reasonable time, including mobile phone number and email address.

##### **SECRETARIAT:**

Arrange and book meeting facilities including venue and catering arrangements for all meetings of the Association. Liaise with other appropriate organisations in regard to meeting times to take advantage of opportunities to minimise time and costs.

Meeting papers, including Agendas, to be electronically distributed to Committee Members as required by the Rules.

Check and follow up above prior to meeting.

Advise Committee on travel/accommodation options, book if required.

Take Minutes of all meetings and distribute Minutes of all meetings within three weeks of meetings; secure copy in Association files.

Action all matters as directed from the meetings.

Receive all inwards correspondence and respond/distribute as appropriate.

Prepare and despatch all outwards correspondence required and approved.

Monitor and respond appropriately to all Audit Reports provided by AUSMEAT.

File and maintain all appropriate documents.

Develop and maintain a central register and provide information services sourcing from the central register including:

- NSQA Inc Policies
- NSQA Inc Management policies, procedures, Standards and controls (maintain a Manual of Procedures)
- Statutory Obligations
- Contracts Register
- Pecuniary Interests
- Legal Documents

Liaise with the President as required.

The Executive Officer accepts that interstate travel may be required to attend meetings and other matters as directed by the Committee.

The association shall be responsible for the cost of printing (beyond committee notices and the like) and any binding or similar costs.

Liaise with all appropriate Government Departments and instrumentalities (Commonwealth and State) as appropriate.

Liaise with industry bodies as required. Represent the Association as invited and or directed by the Committee members.

Act as Returning Officer in accordance with the Rules.

### **FINANCIAL:**

Attend to the day to day financial matters of the Association including raising accounts, banking and payments.

Preparation of the accounts for audit; liaise with auditor.

The Executive Officer shall be provided with a petty cash advance and be authorised to make expenditures within that advance.

The association shall be responsible for all reasonable travel (including air fares), accommodation, car hire, and meals and out of pocket expenses associated with travel required to be undertaken in the exercise of his duties.

### **WORK HEALTH & SAFETY:**

The Executive Officer is required at all times to look after their own health and safety and the safety of others in the workplace, follow safe work practices and procedures, so as not to expose yourself or any other person in the workplace to risk of injury or illness.

The Association is required by Work Health and Safety Legislation to provide safe work practices and a safe working environment. It is therefore a requirement of your engagement that you accept the responsibility to contribute to a safe and healthy working environment at your workplace. This will require the observance of the Association's Work Health and Safety policies and practices as well as the operating standards and codes of practice effective from time to time.

### **OTHER:**

Develop and maintain as approved a NSQA Inc website which is:

- User friendly
- Modern
- Up to Date
- Relevant
- Accurate

And contains; as minimum:

- NSQA (What is NSQA?)
- NSQA Board Member Profiles
- NSQA contact details
- Industry related reports (e.g. links)
- Member Access Only area
- Membership Register/Accredited Members
- Media Reports/News
- Animal Welfare Statement

Lodge appropriate statutory documents with Consumer Affairs, Victoria.

Maintain an interest in industry affairs to be conscious of issues likely to affect the interests of Members.

Assist the President with the Annual Report.

### **CONFIDENTIALITY**

During the course of his/her employment the Executive Officer may become aware of information and material relating to the affairs and operations of the Association, its staff and/or members which is confidential. It is a requirement of employment, which continues after termination, that this information will be kept from those who are not entitled to it. The Executive Officer will use such information strictly and only in the course of carrying out his/her duties and not for personal benefit or to the benefit of any person not entitled to the information. If uncertain about what information should be kept confidential or disclosed, the Executive Officer will consult with the President.

## **TERMS OF ENGAGEMENT**

The Executive Officer shall be appointed by the Committee.

The Executive Officer shall be answerable to the President.

The Committee shall determine the annual remuneration and any special payments at the first Committee Meeting following the AGM annually.

The term of appointment shall be for two years.

Any complaint against the Executive Officer (NSQA itself or any office bearer) shall be made in writing for the Committee to address.

The Committee may terminate the appointment by

- a. giving three months' notice
- b. giving the reasons in writing
- c. making pro rata wages payment in lieu of notice

Notwithstanding that by mutual agreement this period can be shorter or longer. In instances of serious misconduct, the Committee may terminate the employment without notice making payment up to the time of dismissal only.

The Executive Officer may resign by giving three months notice of resignation.

The association may engage the Executive Officer to undertake, at an agreed fee, any additional task/work beyond the expected duties of the Executive Officer as set out in this document.

In the event of a dispute between the Committee and the Executive Officer, the matter first shall be addressed by the President on the behalf of the Committee. In the continuing event of an unresolved dispute, that matter shall be referred to an independent arbitrator from a panel of the likes of the Institute of Arbitrators & Mediators.

15 October 2017