

Tuggeranong Netball Association



DUTY STATEMENT

Position:	Vice President – Administration
Executive:	Yes

General Administrative Duties:

1. Provide oversight and assist the President and Executive in all administration matters.
2. Provide support to the Treasurer as a financial approval delegate for expenditure and billing activities.
3. Supervise the Canteen Manager with the operation of the canteen, BBQ and coffee facilities.
4. Supervise the Property officer and ensure good administration practices are in place for the ordering, management and disposal or sale of property.

Meetings:

5. Attend AGM, Executive and Council Meetings and act as Chair for the meetings in the absence of the President.
6. Ensure that all recommendations and motions from the Executive and Council are aligned to the TNA Rules.

Governance:

7. Advise the TNA Executive and members on the application to the TNA Rules, By-Laws and any associated policies.
8. Manage reviews and provide documentation for updates to the TNA Rules, By-Laws and associated policies.

Responsibilities under the Incorporation Legislation: -

[Associations Incorporation Act 1991 | Acts](#)

[Incorporated associations \(act.gov.au\)](#)

9. Appoint the Public Officer following the annual AGM.
10. Notify any change to Public Officer details to ACT Revenue.
11. Lodge any alterations to Rules and By-laws with ACT Revenue.
12. Ensure a copy of the Auditor's report is sent to ACT Revenue.
13. Ensure Annual Report is produced and circulated.