



# AUCKLAND WATER POLO

## **Auckland Water Polo Centre (AWP) administrator role**

AWP committee seeks an administrator to support our effective and efficient administrative processes.

The successful appointee will have regular interaction with the AWP Executive Committee, AWP sub-committees, delegates and the AWP social media / website coordinator.

### **Services of our AWP administrator:**

#### Mail:

- Receive incoming correspondence, record and circulate as appropriate
- Reply to correspondence with guidance of the Chairperson or relevant committee member

#### Follow up of relevant committee and sub-committee actions assigned to administrator:

- Draft correspondence, make inquiries and bookings, arrange meetings, keep records, update policies and forms per committee decisions, etc.

#### Centre records:

- Ensure accurate record-keeping of relevant club transfers, loans and suspensions as per Auckland Water Polo guidelines, policy and rules
- Submit relevant updates and documentation to the office of Incorporated Societies
- Establish and maintain a shared drive filing system and ensure key AWP centre documents (e.g. agreements and contracts, general meeting / committee agendas and minutes, correspondence, policies and forms) are filed, with good version control, and make these readily available to the committee and other AWP centre roles as relevant

#### Contacts:

- Ensure there are up-to-date records and contact details for committee members, member clubs and other stakeholders
- Support the Executive Committee with any database development

#### Policy matters:

- Coordinate and facilitate relevant policy matters
- Work with social media / website coordinator and clubs to advise and share relevant committee policy decisions

**Financial:**

- Pay accounts due as per established AWP centre process
- Invoice and monitor collection of club fees and payment for activities / league competitions
- Follow-up on outstanding payments
- Undertake financial transaction coding
- Work with the Treasurer on budget information and to ensure an accurate record of the centre's financial situation is maintained and report monthly income, expenditure and bank balances to the committee
- Work with the Treasurer to prepare and submit GST returns
- Support compilation of funding applications
- Support administration of any contracts
- Work with Treasurer to prepare annual financial report for the Annual General Meeting

**General:**

- Be a positive ambassador for Auckland Water Polo, working with our committee members, our clubs and our stakeholders, to assist in creating a great AWP culture and environment

**Apply for our AWP administrator role:**

If you are interested in assisting us as our AWP administrator, we are offering a fixed term service contract until end of January 2020 at this stage for 8 hours per week, with a proposed rate of pay of \$30 per hour, and we would welcome your written application with the following details:

- Your name
- Contact details
- Your relevant background and experience
- Information on whether you are GST registered or not, and your ability to invoice AWP for services

**Please send your application to AWP Secretary  
email [president@mountfortwaterpolo.nz](mailto:president@mountfortwaterpolo.nz) by 14 June 2019**