

Executive Officer Role

- is directly responsible to the State President,
- reports to, liaises with and works under the guidance of the State Secretary and Treasurer in respect of administrative tasks,
- works within the parameters of the Federation's constitution,
- supports the Federation's Catholic ethos and its ministry as part of Catholic education in Tasmania,
- in partnership with responsible Office Bearers, develops, implements and monitors appropriate administrative structures, processes and practices to ensure the efficient administration of the Federation
- provides administrative services to the Federation as directed from time to time by State Council, including:
 - incoming & out going mail (electronic and post),
 - prepare, publish and distribute the Federation's newsletters and other documents as required,
 - prepare, distribute, organize and manage documentation for the Federation's Annual Conference, Annual General Meeting and State Council meetings,
 - provide assistance to the State Secretary in the preparation, recording and distribution of minutes from State Council meetings,
 - assist with regional activities as required by state council,
 - keeping records, filing and archiving of the Federation's documents (past & present),
- assists the Treasurer in carrying out the day-to-day financial administration of the Federation and in the maintenance of financial records,
- assists the Treasurer with the preparation of accounts related to affiliation fees and levies,
- provides a summary of receipts and payments to the Treasurer.
- ensures meeting rooms are booked and sends advice to attendees,
- represents the Federation in a wide range of forums as required by State Council,
- liaises with the Australian Parents Council and its affiliates, other government and non-government parent bodies.
- undertakes research as directed.