

anzea Management and Administration Policy and Strategy 2012-2014

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Date for review

31 May 2014

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A. Purpose

- To outline **anzea**'s policy and approach to the Association's management and administration.

B. Policy

1. Portfolio responsibilities

Board responsibility for **anzea** management and administration sits with the **anzea** Secretary, whose delegated functions are to:

- Oversee employment and management of the **anzea** Manager
- Work with the Manager and Convenor as relevant to:
 - ✧ Call the General and Board meetings of the Association
 - ✧ Maintain and publish the minutes of national **anzea** meetings
 - ✧ Deal with the correspondence of the Association
 - ✧ Ensure that the mailing lists of the Association are up to date
 - ✧ Ensure circulation to members, at least annually, information on the activities of the Board, its committees and on the proceedings of general meetings
 - ✧ Circulate to members such other information as the Board deems necessary
 - ✧ Disseminate all relevant communications to the membership (and others, where relevant)
- Liaise with the Convenor and other Board members
- Be the 'public officer' of the Association
- Perform such other duties as the Convenor or Board shall decide from time to time and as agreed.

The Secretary is responsible for reporting to the **anzea** Board on the work of the Manager,

and for bringing issues of note and/or concern regarding **anzea** management and administration to the Board as appropriate.

2. Role of the **anzea** Manager

- The management work of **anzea** is undertaken by a paid contract Manager. The Manager role will be a contract rather than an employee role.
- The Manager is managed by the Secretary.
- The roles and tasks of the Manager are outlined in a job description for the position (see **Appendix 1**). As the role changes this job description will be updated by the Secretary in consultation with the Manager and as approved by the Board. Significant changes to the management role and/or organisational requirements will be discussed and decided by the Board.
- The Manager job description and functions are captured within an Operations Manual (**Appendix 2**), which sets out the key tasks of the Manager and plots them on a calendar. This is to ensure management continuity regardless of who undertakes the role.
- The Manager role will have an annual appraisal undertaken by the Secretary, based on the Manager job description and performance standards (**Appendix 3**).
- Normally the Manager will undertake IT support and day-to-day management of the **anzea** website (see **anzea Communications Policy and Strategy, Website management**).
- The Manager will liaise as required with other **anzea** officers (e.g. Board members and Branch and other Committee members) in the performance of her/his duties.

C. Table of interim policy amendments

Date approved	Section	Amended policy statement
210211	App 4	Manager task calendar