

## Position Description

Updated 19/06/2024

### Office Manager

Volunteer

#### **AA Declaration**

*I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:*

***I am responsible***

#### **Responsible to**

NSCSO Committee/ AA Groups in Area E

#### **Tradition Two**

**For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**

#### **Purpose**

The position of Office Manager supports the NSCSO's services by providing leadership to the Committee members to ensure successful operations of the Office.

#### **Duties & responsibilities**

In the performance of the Office Manager job, you should be guided in your deliberations and decisions by the Twelve Steps, the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts for World Service.

Your duties as Office Manager include but are not limited to the following:

- Acting as an Office-bearer
- Assisting as required, in guiding the activities of the office.
- Assisting Committee members and coordinators in the performance of their jobs when necessary, including attendance at meetings
- Liaising with Committee members and service coordinators to ensure the smooth and effective functioning of the office's services.
- Conducting negotiations on behalf of the NSCSO with outside providers i.e., councils, telephone and other equipment providers
- Ensuring the smooth day to day running of the office. Check Diary and emails regularly, reply to official correspondence on behalf of NSCSO, maintain office stationery and stocks supplies, computer and paper files and allocate tasks, as appropriate, to Committee members.
- One of the Authorised Signatories for the NSCSO banking facilities

- Maintain and update the office procedure records including; Induction Handbook and Office Procedure Manual, Position Descriptions and information for Office Volunteer use on 24-hour help line i.e., Drug and Rehab info etc.
- Updating and maintaining the register of Groups within Area E
- Ensuring compliance with the Associations Incorporation legislation e.g., holding of AGM and that filings with NSW Fair Trading are lodged on a timely basis
- Updating and maintaining the registers of NSCSO, as an incorporated association, including the Register of Committee Members and Register of Members consisting of Committee members and Groups within Area E.
- Managing committee members and volunteers.

## **Qualifications**

Basic knowledge of Microsoft programs especially Word, Excel, and email. Pleasant manner, problem solving ability, patience and dependability.

## **Length of Appointment**

The Office Manager as office-bearer is, subject to the constitution, to hold office until the conclusion of the second annual general meeting following the date of the member's election at an AGM. At that time, subject to the approval of the Committee, the Office Manager is eligible for re-election, if they choose.

## **Time Commitment**

Varying hours per week. Approx. 3 Hours. But this can be a substantial time commitment.

## **Sobriety Requirement**

This position requires a minimum of 2 years sobriety

## **Location**

The Office Manager position may work from home if the volunteer has computer access and from the Office in St Ives.

## **Support**

A hand over of this position will be provided by the previous office manager and support provided by the trustees.