



POSITION DESCRIPTION (Executive Officer HIBS Old Boys)

HUTT INTERNATIONAL BOYS' SCHOOL POSITION DESCRIPTION For Executive Officer HIBS Old Boys

Reporting to: President, HIBS Old Boys

Other Direct Relationships: Director of Communications / EA to the Principal
Principal

Primary Purpose of the position:

The Executive Officer will provide a range of high-level executive, secretarial, event management and project support services to the President of the Old Boys, including managing communications and implementing strategies to support the achievement of strategic and operational objectives.

Key Accountabilities

- Prepare and manage communications and minutes of meetings to ensure the comprehensiveness, accuracy, and timeliness of written information.
- Liaise with key stakeholders (ie Old Boys and past parents) to develop and maintain a contact information database to proactively seek membership and promote Old Boys' events
- Update and Manage the Old Boys' website including new membership payments
- Update and Manage the Old Boys' Facebook account to maintain links with stakeholders and provide important information
- Manage banking administration and liaise with the Treasurer
- Co-ordinate with the President to ensure the annual yearbook article and photos are completed
- Assist with Event planning, logistics, promotion and the running of the events including taking photos at the events
- Implement, monitor and report on operational and project plans to inform decision making and support achievement of objectives
- Lead and/or contribute to projects to support the achievement of strategic and operational objectives

- Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- Advertising, recruitment and administration of incoming and outgoing trustees, code of conduct and police vetting (includes updating Charity commission, banking administration)

Date of publication of this Position Definition:

Signed on behalf of the School:

Received and agreed by: