



Position: Virtual Office Manager, Australian Association of Friends of Botanic Gardens (AAFBG).

Reporting to: President of AAFBG, and working with AAFBG Executive (President, Secretary, & Treasurer)

Term: Initially 3 months and then Annual Review

Rate of payment: This is a contractor position with the hourly rate negotiable, paid monthly on receipt of invoice. There is a casual loading in this rate, so it does not include annual leave or sick leave. Invoice should quote an Australian Business Number (ABN). Superannuation will be paid at the applicable rate.

Hours of work: Variable as necessary. From the records, the workload varies across the year to approximately 192 hours per annum

Car travel: if you are required to travel to an AAFBG meeting over 15 km return by private vehicle, you will be reimbursed at a rate in line with ATO guidelines. Payment for travel will not exceed \$200 per annum.

Schedule of Duties: (see below).

Operating Costs: A debit card is provided for postage, stationery, printing and incidentals.

AAFBG Members Biennial Conference and alternate AGM As the AAFBG Administration Officer you are encouraged to attend the Biennial Members Conference and alternate AGM to act as Secretary for the AGM and other official meetings held during this period. For secretarial duties at the Conference and alternate AGM such as taking minutes you will be paid at the hourly rate.

For Interstate AAFBG Members Biennial Conference and alternate AGM

The following expenses will be covered:

- 1 (one) Registration,
- 1 (one) economy class airfare return.
- Accommodation: Two nights from opening night (usually Friday) to closing Ceremony (usually Sunday afternoon) subject to budget limitations

BGANZ or other conferences: The possibility for Admin Officer representation at BGANZ or other conferences will be reviewed by AAFBG Committee at that time and are subject to budget limitations.

Conflict of Interest and Confidentiality: During the term of your appointment, you are required to refrain from activities which may conflict with the interests of AAFBG including but not limited to, divulging or utilising any information which comes to your attention in the course of your role.

SCHEDULE OF DUTIES.

July 2024

This role is to provide support to the Executive and Committee of AAFBG in addition to providing support and information to members, thereby enhancing the reputation of AAFBG, which may attract new members. In undertaking this role, you will have a positive effect on the important relationship with the parallel Botanic Gardens Management network, Botanic Gardens of Australia & New Zealand (BGANZ).

You are expected to perform your duties in a diligent, timely and professional manner, maintaining a high standard of courteous communication. Always to be a good ambassador for AAFBG.

Duties to include but not limited to:

- Coordination of AAFBG Committee Meeting activities - preparation for meetings including timing, agendas, distribution of information and organisation of teleconferencing. Giving 2 weeks' notice of meeting.
- Recording, finalising, and distribution of draft minutes. Distribution of first draft within 2 weeks of the meeting. Retention of final approved minutes.
- Attention to all mail and email, PO Box.
- Distribution of notices and other information as required.
- Communication with the membership relating to the management of membership subscriptions and records, including banking of subscriptions from PO Box. Maintain membership spreadsheet.
- Communication with the membership on various matters which may arise from time to time and with committee direction.
- Support editor/s as required to produce AAFBG magazine *Eucalypt printing and distribution of Eucalypt* to members.
- Compile and distribute monthly e-ucalypt News via Mailchimp in agreed format
- Social Media posts in conjunction with executive committee
- Providing information for updating AAFBG website in cooperation with website managers, and liaise with website managers regarding use of IT, email systems, online booking services and contact lists.
- Other secretarial and support duties which may be agreed from time to time. Back up of files onto external hard drive.
- Support to host conference committee, distribution of promotional material and communication.
- Update of files after the AGM, committee contacts and email lists.
- Communicate with BGANZ and BGCI administration.
- Holding a Bank Debit Card for necessary payments, with viewing access to the bank accounts.