



Position Description – Executive Officer

Position Title of Supervisor Association President

Name of Supervisor Richard Hemsworth

1. Objective of Position

Support the President and Executive Committee members in the conduct of their duties. The Executive Officer is a first point of contact for all members and the public to the organisation and has direct contact with the President.

2. Organisational Relationships

- (i) **Position Title of Supervisor**
Association President
- (ii) **Position Titles which also report to Supervisor**
Senior Vice President
Association Treasurer
Vice President Education
Vice Presidents – Victoria, NSW, Tasmania
Executive Officer
- (iii) **Position Titles that report to this position**
None

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of eight (8) elected Committee Members. Elected Committee Members are elected for a period of one (1) year at the Annual General Meeting of the Association. All elected positions are eligible for re-election.

The Executive Officer is the only paid employee of the Association. This position is advertised and appointed on merit.



4. Key Accountabilities

- a. Maintain the ASPA database by regular consultation with patrol leaders, course directors and State Vice Presidents;
- b. Manage finances on a day to day basis in consultation with the Treasurer;
- c. Deal with correspondence in consultation with the appropriate Executive Committee member;
- d. Maintain the ASPA Manual and CD-ROM in consultation with the President, VP Education, Medical Adviser, and State Vice President;
- e. Organise distribution of press releases, in consultation with the President and Executive Committee, and be the first point of contact for the media on issues related to ski patrolling;
- f. Ensure Asparations (the ASPA journal), is published 3 times annually;
- g. Establish and maintain good relations with other safety organisations which may be of mutual benefit to the organisations, eg SLSA, RLSA, St John Ambulance, Red Cross.
- h. Assist significantly in the organisational details surrounding the preparation of the 14th FIPS Congress in Australia in September 2003;
- i. Assist the President and Treasurer in preparation of documentation relating to government funding, including annual review of 5 Year Strategic Plan and tri-annual progress reports to DISR;
- j. Develop a sponsorship package and approach potential sponsors;
- k. Establish a line of merchandise, incorporating the ASPA logo suitable for sale to the general public through ski patrols and arrange marketing;
- l. Assist course directors in provision of adequate materials for the efficient conduct of ASPA courses;
- m. Collect course results from each course and update patroller details in the ASPA database;
- n. Acquire and register all written agreements with each organisation that provides training and/or assessment on behalf of ASPA;
- o. Ensure the implementation of the Records Management Policy and be responsible for the implementation and audit of standard 4.1 in the Standards for RTOs document;
- p. Implement and ensure compliance to the Version Control Policy and Procedures and be responsible for the implementation and audit of standard 4.3 in the Standards for RTOs document;
- q. Ensure the implementation of the Logo Usage Policy and be responsible for the implementation and audit of standard 11 in the Standards for RTOs document;
- r. Forward completed audit report to the Secretary annually for review by the President prior to the AGM.