



## **Position Description: State Administrator**

### **Summary:**

The position of QPA State Administrator is a very autonomous role requiring initiative and the ability to self-direct. The primary objective of this position must always be to facilitate the goals of the Association under the direction of the Management Committee.

### **Key Duties:**

Daily administration of the QPA office:

- Correspondence
- Maintain monthly accounts, cash book, banking and payroll.
- Maintain the QPA membership database.
- Minute secretary for the QPA Management Committee
- Facilitate any insurance claims
- Manage cleaning and maintenance of the QPA Office building and surrounds
- Facilitate and support the Management Committee in its objectives
- Promotion and sponsorship

Act as a primary link between the QPA members and the QPA Management Committee, via the Zone and Club structure. Ensure communication flows freely and actively between the Association and its members.

Assist, in an administrative capacity, QPA office bearers such as appointed coaches and managers.

Ensure the QPA website and social media are kept up to date.

Purchase and maintenance of QPA merchandise and uniforms.

Administer travel requirements of the Management Committee and members as required.

Update and communicate the QPA policies and procedures.

Assist the Management Committee to research, develop and implement the QPA's Strategic and Operational Plans.

Communicate and promote the QPA's policies to members and support the ongoing implementation of these policies.

Liaise with current sponsors and develop new sponsor relationships.

Liaise with key polocrosse stakeholders such as the PAA and other State Associations.

Identify and prepare applications for any governmental or private funding that may become available.

Manage the publication of the biannual QPA magazine *Behind the Goal Posts* and coordinate printing and distribution of the QPA wall Calendar and pocket calendar.

Manage the QPA AGM and annual Awards Night and any other functions which may arise.