



CBCA
The Children's Book
Council of Australia

Patron: Her Excellency the Honourable Ms Sam Moystyn AC,
Governor General of the Commonwealth of Australia

ABN 14009 580 956
Level 2, State Library of Queensland
Stanley Place, South Brisbane 4101 Queensland
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cbca.org.au

CBCA Executive Assistant Duty Statement

20 hours per week @ \$40 per hour – 12-month fixed term contract.

This position supports the efficient working of the national CBCA Board, management of the Queensland office, and is the conduit for communication between the CBCA and:

- their Staff and the Board,
- their Member Branches, stakeholders, and the wider community

Responsibilities:

- Management of workflow and processes
- Backup for other employees when they are absent
- Monitor centralised mailboxes for day-to-day business needs and respond to emails and general correspondence as necessary
- Initial point of contact for the CBCA office and National Board via phone or email
- Manage issues and engage relevant Directors/Subcommittee Convenors of the CBCA Board as necessary
- Act as conduit on behalf of the National Board, subcommittees and branches with the independent information technology contractor and independent bookkeeper as required
- Assist with payment runs by uploading banking files and assistance with other finance matters as required.
- Tenancy management (Qld office) in collaboration with the Chair of the National Board and Company Secretary
- Arrange monthly National Board meetings, quarterly Branch Presidents meetings and the Annual General Meeting (in May)
- Work with the Chair in the coordination of meeting agendas
- Write up the Minutes of the meeting in a timely manner
- Create and maintain an annual calendar of events for the CBCA National Board
- Maintain contact list of Directors, Convenors and Branch committee members and Working with Children permits.

The CBCA AWARDS FOUNDATION Proudly funding prizes for the Children's Book of the Year Awards

- BENEFACTORS:** • Allen & Unwin • CBCA NSW Branch Inc • Eddie and Dina Coffey • Laurie Copping OAM • Margaret Hamilton AM • Myra Doris Lee • Maurice Saxby AM • Scholastic Australia • Thyne Reid Trust No. 1
- SPONSORS:** • Yoto • Twinkl • Dreamworld • StoryBox • Echelon Productions • Littlescribe • National Centre for Australian Children's Literature • PETAA • Street Library Australia • Vinnies • Zart Art